



BOARD OF EDUCATION PROTOCOLS

Orientation of New Board Members

The Superintendent will invite all Board candidates to an orientation workshop.

Immediately following the certification of public election or appointment of a new Board Member, the new Board Members will be seated following the Oath of Office. As soon as possible, the Board President will schedule a Board Workshop for the Board Members. The Superintendent will meet with newly elected officials and review the Board Governance Handbook.

Conference/Training Process

All Board Members may attend conferences for the purpose of Board development. The Superintendent or designee may approve Board Member requests to attend conferences in accordance with the adopted budget.

Board Members will ensure they are following district processes for requesting to attend conferences/trainings by working with the Executive Assistant to the Superintendent as far in advance as possible. The Executive Assistant to the Superintendent will assist with completing request/reimbursement forms and hotel and airline reservations.

Examples of Conferences/Training opportunities and Books:

- CSBA Masters In Governance
- All new Board Members are required to attend Masters In Governance and New Board Member Orientation.
- CSBA Annual Education Conference
- CSBA Brown Act Workshops

Board Meeting Management

Board meetings are meetings of the Board held in public, not open-format town hall meetings. Therefore, the Board will conduct meetings allowing the public to provide input at the time allotted to ensure that multiple voices of the community inform Board deliberations. However, when the Board deliberates, it will be a time for the Board to listen and learn from each other.



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Individual Access and Requests for Information

When an individual Board Member requests information, it will be provided to all Board Members.

An individual Board Member will – insofar as possible – work to let the Superintendent and staff know ahead of time when a request for information will be made in public. This will allow the staff member to be prepared to answer any questions or to prepare materials.

Board Members will self-monitor their requests to ensure that one member's requests will not divert from staff efforts to achieve District goals.

Evaluation of the Board

The Board will review the governance team agreements and processes every January.

If a Trustee has concerns about another Trustee's failure to follow these Board protocols, that Trustee should bring their concern to the individual Trustee. If it continues, the Trustee should confer with the Board President and Superintendent.

Using a workshop setting, the Board will evaluate its effectiveness annually in accordance with Board Bylaw 9400.

Superintendent Evaluation

Board Members recognize the value and importance of a comprehensive and formal evaluation process for the Superintendent. Board Members agree to abide by all contract terms concerning the Superintendent's evaluation.

The criteria for evaluation will be established between the Board and Superintendent annually based on predetermined District goals adopted by the Board. Criteria for the next school year shall be established within a reasonable time following the annual evaluation.



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Spokesperson for the Board and District

It is important for the Board and staff to have a consistent, clear message on issues. Board Members should refer all members of the press to the Superintendent for comment.

Should a Board Member choose to comment in response to a question from the press or public, the Board Member will preface the comment with “I am speaking as an individual and not for the Board of Education. My comments are mine alone and do not necessarily reflect those of other Board members or the Covina-Valley Unified School District.” If the Board of Education has made a decision or approved a policy, a Board Member may state what the Board of Education’s position is.

The Superintendent will communicate with members of the Board when issues occur that may entail media interest to explain what is happening and what the Superintendent’s response/message to the community is.

The Superintendent will communicate with the Board Members if it is necessary or appropriate to have a spokesperson for the Board on an issue. In addition, the Superintendent and designated spokesperson for the Board will confer on appropriate talking points.

If asked to comment on a matter of policy about which the Board has not yet reached a consensus or held a vote, the Superintendent will state only that the matter has not yet been decided by the Board.

Site Visits

Board Members are encouraged to visit school sites. As a professional courtesy, Board Members are asked to call or email the Superintendent’s office ahead of time to arrange a convenient date and time for the visit.

Board Members will also respect the learning environment. To assist in this matter, the Superintendent will ensure principals and teachers know that a teacher does not need to interrupt his/her lesson when a Board Member visits a classroom.



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Attendance at District Events and Functions

The Board of Education should show support for school and District programs. The Board of Education should attend District functions whenever possible. Those attending events should communicate with the Superintendent in advance and will represent the Board of Education.

Handling Concerns and Complaints from the Public and Staff

When concerns/complaints are made, the Board will listen carefully, remembering it is only hearing one side of the story. The complainant will be directed to the Superintendent. The Superintendent will have the appropriate site/district staff member assist them to resolve the concern/complaint as well as will be informed about the appropriate policies, processes, and forms that might assist them (Uniform Complaint Procedures and Complaint Form). It is important that the Board Member(s) invite the person with the complaint to inform them if the concern is not resolved.

Board Members will be mindful that they are a judicial and appeals body, so they will be appropriately cautious when hearing concerns regarding student and/or employee discipline matters. Students and staff members have due process and confidentiality rights that cannot be violated. These should be referred to the Superintendent's office.

Below is a sample response when you receive an email from a concerned parent, student, or citizen:

Thank you so much for your email. I can see that this is a very important issue for you and do appreciate that you have reached out for assistance.

To that end, please know that the Board has adopted formal policies that require that I refer your concerns directly to the Superintendent for handling. Specifically, your concerns may fall within the scope of a specific Board-adopted complaint policy or the Board as a whole may be responsible for hearing and deciding on complaints or related matters and I would not want to compromise that process or my ability to participate in any way. Your concerns may also be readily addressed by District staff members.



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Accordingly, I have copied this email to Dr. Eminhizer and I would ask that she reach out to you directly to not only acknowledge her receipt of your email but advise as to next steps. If you do not hear from her within 48 hours, please let me know so I can make sure to follow up with her and get you connected.

Districtwide Emergencies

In case of emergencies, it is the responsibility of the Superintendent to inform the Board immediately of any information crucial to the well-being of the students, school, District, or staff. In the event of an emergency situation involving the health or welfare of students or staff, disciplinary actions toward an employee, or other emergency situations, the Superintendent will work to keep the Board informed in a timely manner. It is also the responsibility of the Board to share with the Superintendent the same crucial information.

Personal or Preferential Treatment

Board Members do not seek or accept any special or favored treatment for their children, family, or friends. Board Members expect equal and respectful treatment of all people. Board Members will model this behavior at all times.

Electronic Communication

Board Members will use electronic and social media communications in a manner that ensures the Board does not violate the Brown Act. The Brown Act prohibits Board Members from exchanging facts to:

- Develop collective concurrence
- Advance or clarify an issue
- Facilitate agreement or compromise
- Advance ultimate resolution