



**OAK PARK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA #1073  
NOTICE OF SPECIAL BOARD MEETING**

Written notice is hereby given in accordance with Education Code Section 35144 that a special Board Meeting of the Board of Education of Oak Park Unified School District will be held:

- DATE:**      **Tuesday, December 20, 2022**
- TIME:**      **5:00 p.m. Closed Session**  
              **6:00 p.m. Open Session**
- PLACE:**     **Oak View High School Room – 104**  
              **5701 Conifer Street, Oak Park, CA 91377**

The Board meeting room is open to the Public for the Board Open Session. This OPUSD School Board Meeting is a meeting held in public, but it is not a public meeting. The Board encourages public comments and participation. Members of the public and the media are free to watch the board work, but please note the board will not be engaging in a discussion with members of the public. Since this is a special Board Meeting, the public comments are limited to items on this agenda.

Call to Order \_\_\_\_\_

Roll Call

Public Comments – Speakers on Closed Session Agenda items

Recess to Closed Session for Discussion and/or Action on the Following Items:

**A. RECESS TO CLOSED SESSION FOR DISCUSSION AND/OR ACTION ON THE FOLLOWING ITEMS:**

- 1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one case
- 2. SUPERINTENDENT’S GOALS**
- 3. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6  
Agency designated representative: Stewart McGugan  
Employee Organization: Oak Park Teachers Association

Reconvene Open Session

Roll Call

Flag Salute

Report from Closed Session from December 13, 2022 and December 20, 2022

Adoption of Agenda

Public Comments – Speakers on Agenda items

## **OPEN SESSION**

### **B. ACTION**

1. [Review and Approve Revised Governance Calendar and Handbook](#)
2. [Discuss Universal Transition Kindergarten/Discovery Kindergarten](#)
3. [Review and Discuss the Roll-out of the Diligent Community Agenda Management Platform](#)

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, DOCUMENTATION IN ACCESSIBLE FORMATS, OR ACCOMMODATIONS DUE TO THE ELECTRONIC FORMAT OF THIS MEETING, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 or e-mail: [raggarwal@opusd.org](mailto:raggarwal@opusd.org)

### **PUBLIC COMMENTS**

The speaker cards are available in the Board Room and must be completed and handed to Ragini Aggarwal, Communications Coordinator/Executive Assistant, prior to the beginning of the meeting. 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)

The President of the Board will inquire if there are any public comments with respect to any item appearing on the special meeting agenda. Individual speakers will be allowed three minutes to address the Board on each agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.

Your comments are greatly appreciated. Members of the public and the media are free to watch the board work, but please note the board will not be engaging in a discussion with members of the public. Since this is a special Board Meeting, the public comments are limited to items on this agenda. Thank you for your cooperation and compliance with these guidelines.

All Board Actions and Discussions are electronically recorded and maintained for thirty days. Interested parties may review the recording upon request. 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)

Adjournment

Date: December 19 , 2022

Jeff Davis, Ed.D.  
Superintendent and Secretary to the Board of Education

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 20, 2022**  
**SUBJECT: B.i. REVIEW AND APPROVE REVISES BOARD GOVERNANCE CALENDAR AND HANDBOOK**

ACTION

**ISSUE:** To approve revised Board Governance Calendar and Handbook.

**BACKGROUND:** The Board reviewed and approved the Board Governance Handbook at the October 13, 2022 meeting. At the December 13, 2022 the Board reviewed the governance calendar and established a subcommittee of the Board to review and update the governance calendar and handbook. The Board appointed Board President Denise Helfstein and Clerk of the Board Soyon Hardy to serve on a subcommittee to work with staff to revise the Board governance calendar.

The governance calendar details in which months board plans to discuss particular district details like facilities or finance. It also shows communities a yearlong snapshot of board agendas and items for discussion. A focused governance calendar allows a board to focus on its progress toward goals and ensure routine items and items requiring approval according to legal timelines are appropriately calendared. Most importantly, it gives the board a tool to ensure that every meeting has discussion components of student learning and progress toward goals.

The subcommittee of the Board met with staff and recommend the revised calendar and handbook for approval. The governance calendar with track changes and the revised Governance Handbook are included for the Board’s review.

**RECOMMENDATION:** At the Board’s discretion.

Respectfully Submitted,

\_\_\_\_\_  
 Jeff Davis, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hardy	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Lantsman	_____	_____	_____	_____
Moynihan	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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Helfstein	_____	_____	_____	_____
Lantsman	_____	_____	_____	_____
Moynihan	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



## Oak Park Unified School District Board of Education GOVERNANCE CALENDAR – 2022-2023

Items in **red** are legal timelines. Blue already occurred.

### Reports/Presentations for Board Meetings to be scheduled

- Report from Technology (**Tech**)
- Report from Facilities - Summer Work Update (**M&O**) **August 2022**
- Safety Update – (**Safety**) – **August 2022**
- Receive CAASPP Testing Results (**ES**) **October/November 2022**
- Dashboard Local Indicator Update (**ES**) **June with LCAP**
- Review Math Placement Data (**ES**) – **November 2022**
- Facilities ~~Status-Inspection~~ Report - to be provided in Friday Notes (**M&O**) – **December 2022**
- ~~Quarterly-Semester~~ Report on number of students earning a D/F (**ES**) – ~~Sep 22, Jan/Feb 23,~~ **April 23 June/August**
- Physical Fitness Results (~~temporarily suspended~~) and Proactive (**ES**)
- ~~RWW Presentation-Elementary ELA Update~~ (**ES**) (**TBD**)
- Presentation on Healthy Kids Survey (~~every other year~~) (February)
- ~~SKTF Data/Counseling/Wellness Centers~~ Student Safety and Wellness Update (**Safety**) (**February**)
- Extended Care Presentation with Financials (**Business & ClubOP**) - **March/April**
- Food Service Report (**Child Nutrition/Business**) **November 2022**
- Diversity and Equity Annual Update (**Safety**) **April**
- Bell Schedule Update (how new schedule is going/survey results) January
- Ethnic Studies Course Adoption Update **April**
- DK Expansion/Universal TK Update – December
- Winter governance retreat when new Board members installed (if needed)
- Health Curriculum Update

### **July**

- ~~Board Retreat (Review District Priorities, Governance Handbook, Board Self-Evaluation, Board Goals) (Board and Cabinet)~~

### **August**

- School Begins **1<sup>st</sup> day of school visits (Board and Cabinet)**
- Ratification of Summer Contracts (**Business**)
- **Summer layoff deadline Aug 15 if needed (HR)**

- Declaration of Need for Qualified Educators **(HR)**
- Annual Teacher Assignment Report **(HR)**
- Approve Quarterly Williams Report **(ES)**
- Attend Back to School Nights **(Board and Cabinet)**
- Student Board Representative starts **(Board)**
- Approve Board Meeting Schedule for School Year **(Board)**
- Deadline to file for School Board candidacy (even years only) **(Board)**
- **Review/Approval/Presentation of District/Board/Superintendent Annual Goals (Board)**

## September

- ~~Approve Board Governance Handbook, District and Board Goals/Action Plans **(Board)**~~
- ~~Set/Review Superintendent goals **(Board & Superintendent)**~~
- **Approve Unaudited Actual Revenues and Expenditures (Business)**
- **Approve GANN limit Resolution (Business)**
- **Approve Resolution regarding the sufficiency of textbooks (ES)**
- Approve EPA Spending Plan **(Business)**
- **Approve Biannual Review of Conflict of Interest Code (Board & Superintendent)**

## October

- **Approve District of Choice Annual Report (Student Support & School Safety) (before October 15)**
- Approve Quarterly Williams Report **(ES)**
- **Approve Single Plan for Student Achievement (ES) 2023-2024**

## November

- Approve Instructional Minutes **(Business)**
- **Select Date of Annual Organization Meeting (at a regular meeting at least 15 days before) (Board)**
- Review annually policies Per Ed Code 35160 **(Board & Cabinet)**
  - BP 6145 - Extracurricular and Cocurricular Activities
  - BP 5116.1 - Intradistrict Open Enrollment

## December

- **Board Organizational Meeting (to be held within 15 days after the second Friday) (Board)**
- **Approve Board Meeting schedule for fiscal year (Board)**
- **Approve Certification of signatures (Board, Admin)**
- CSBA Annual Education Conference **(Board & Superintendent)**
- **First Interim Financial Report & Budget Update (Business)**
- District of Choice applications are due by December 31 **(Student Support & School Safety)**
- **Approve District of Choice Enrollment Capacity (Student Support & School Safety)**
- **Mid-year review of District & Superintendent Goals (Board)**

## January

- **Approve External Auditors Reports of District's Finances (Business)**
- **P1 Attendance Report (Business)**

- Approve Quarterly Williams Report (ES)
- ~~2022-23 LCAP Annual Update and Budget Overview for Parents (before Feb 28) (ES)~~
- **Approve District of Choice Resolution Space Availability Resolution (Student Support & School Safety)**
- Conduct District of Choice Lottery if needed (Student Support & School Safety)
- Staff Welcome Back (Board, Superintendent)

## February

- ~~Mid-year review of District Goals & Superintendent goals (Board)~~
- Selection of Independent Auditors (Business)
- Approve SARCs (ES)
- **Reduction or Discontinuing Particular Kinds of Services (RIF) Notices due by March 15 (HR)**
- **Approve Safe School Plans due by March 1 (Student Support & School Safety)**
- Nominate CSBA Delegate Assembly candidates (Board)
- **Board Office Hours at sites and with OPHS students (Board)**
- **Approve Instructional Minutes (ES)**

## March

- **Second Interim Financial Report & Budget Update (Business)**
- Approve Single Plan for Student Achievement (ES) **2022-2023**
- **Form 700-filing (Before April 1) (Board, Cabinet, Principals, Directors)**
- ~~Attend Open House (Board)~~
- **Categorical Programs Update (ES)**

## April

- Approve Quarterly Williams Report (ES)
- Present LCAP Community Stakeholder Engagement Data (ES)
- **Final layoff deadline May 15 (hold special meeting in May if needed to meet deadline)(HR)**
- **Superintendent Self-Evaluation Report (Superintendent)**
- Renew Superintendent's contract (if needed) (Board)
- Renew Assistant Superintendent's contract (if needed)(Board)
- Attend Open House (Board)
- **Preliminary Discussions re: District Goals/Board Priorities for Following Year (Board, Cabinet)**
- Receive OPCOC Report (Business)

## May

- **P2 Attendance Report (Business)**
- Receive Annual District of Choice Report (Student Support & School Safety)
- Review and Discuss Draft LCAP for next school year (ES)
- Special Board Meeting - Student Awards/Retiree Recognition (Board, HR, Communications)
- Attend Open House (Board)
- Staff Appreciation (Board & Superintendent)
- Recognition of Outgoing Student Board Member (Board)

- School Ends/Attend Graduations (**Board & Cabinet**)
- Approve School Calendar (**Board, HR, Communications**)
- Approve Classified Holiday Calendar (**Board, HR, Communications**)
- Year-End Review of District & Superintendent Goals (**Board & Cabinet**)
- Update re: Math Pathways/Placement Info Session(s) and Placements (ES) – Friday Notes

## June

- **Budget and LCAP Study Session and Hearings (Business/ES)**
- **Adopt the budget and LCAP (prior to June 30) (Business/ES)**
- **Adopted LCAP and Budget to be sent to COE (Business/ES)**
- **Resolutions for Year-end Transfers (Business)**
- **P-Annual Attendance Report (Business)**
- **Consolidated Application for Categorical Aid Programs (ES)**
- Rescind RIF (**HR**)
- **Approve Certification of Signatures (Board)**
- Approve CSBA Membership (**Board**)
- Final Superintendent Evaluation Work Session and Presentation of Evaluation (**Board, Superintendent**)
- Annual Board Retreat - Set District Vision, Goals, Board Priorities and Superintendent Goals for Following Year, Governance Handbook Updates, Board Self Evaluation) (**Board and Superintendent**)





## **Oak Park Unified School District Board of Education**

### **GOVERNANCE TEAM HANDBOOK**

#### **Board of Trustees**

**Denise Helfstein, President**

**Tina Wang, Vice President**

**Soyon Hardy, Clerk**

**Megan Lantsman, Member**

**Jim Moynihan, Member**

#### **Superintendent**

**Dr. Jeff Davis**

***Educating Compassionate and Creative Global Citizens.***

**Adopted October 16, 2012**

Amended 7-21-14, 8-18-15, 8-15-17, 8-21-18, 8-20-19, 12-15-20, 8-17-2021, 1-28-2022,  
10-13-2022, 12-20-2022

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## **GOVERNANCE HANDBOOK**

### **UNITY OF PURPOSE**

Unity of Purpose means a common focus, superordinate goals, values, and beliefs that governance team members share in common about children, the district, and public education, which help them transcend their individual differences to fulfill a greater purpose.

### **VISION STATEMENT (BP 0000)**

Oak Park Unified School District will be a leader in public education, inspiring an inclusive learning community to provide innovation and excellence in academics, the arts, athletics, and activities, with a focus on the whole child.

### **MISSION STATEMENT (E 0000)**

Oak Park Unified School District's ("OPUSD" or "District") mission is to provide students with a strong foundation for learning which meets the challenge of the present and of the future through a balanced education which includes academic achievement, personal growth, and social responsibility.

### **WHO ARE WE?**

Governance team members are representatives of the entire community, whether elected by a trustee area or at large. We are committed to equitable public education and value the role that education plays in our democratic society. We have a fiduciary responsibility to act in the best interests of the District. It is our job to represent the community's educational priorities to the District, strive to make informed decisions, and operate as a unified team.

### **WHAT IS OUR PURPOSE?**

We have the responsibility to do the best job we can for our students within the state and federal requirements, with the goal that every student graduates from our schools college and career ready and is prepared to become a compassionate, creative, and responsible global citizen.

### **WHAT WE HOPE TO ACCOMPLISH AS A TEAM:**

- Have the best interests of every student guide the decisions that we make.
- Create a supportive and positive culture so that students and staff achieve their best.
- Build and maintain trust between the community, schools, and District.
- Improve outcomes for all students that lead to improved possibilities beyond school.
- Find joy in our work together and celebrate every child.
- Build a culture of curiosity, continuous learning, and "What if..."
- Promote an equitable/inclusive learning environment where students, staff, and the community support each other academically and socially.
- Provide an atmosphere of trust where all ideas and opinions can be heard and respected, regardless of personal feelings.
- Give respect to all governance team members regardless of different views and voting outcomes.

**TO WHOM ARE WE RESPONSIBLE?**

To Our Children	To provide the best possible education in a safe, engaging, challenging, compassionate learning environment.
To District Staff	To provide necessary resources and a safe, and supportive work environment.
To Families/Caregivers	To provide an education for their children in an environment that is physically and emotionally safe for the children and their families and to provide avenues for their involvement in their children’s education.
To Voters and Taxpayers	To provide high-quality education in our schools so that the community is a great place to live and to use public funds transparently, efficiently, and effectively.
To Our Entire Community	To keep them informed and promote an understanding of the benefits of our educational system, whether or not they have children in our schools.
To the State and Federal Government	To obey the law, be informed and keep other elected officials informed about the effect of legislation on our district, and advocate on behalf of our children and our schools.
To the Other Members of Our Team	To come to meetings prepared, to be interested and informed, to be committed to our work, and to be respectful and honest in our interactions.

**EFFECTIVE GOVERNANCE**

School district governance is the act of transforming the needs, wishes, and desires of the community into policies that direct the community’s schools.

- Whether in the boardroom, out in the community, or at home, board members are always trustees for the District. The integrity of the District’s educational program depends on the responsible and professional manner in which each board member and the board collectively fulfills governance roles and responsibilities with the superintendent. The demeanor of governance team members sends an important message to the public.

- Utilizing effective governance techniques, private citizens, once elected to school boards, work with the superintendent to keep all district efforts focused on student learning. Effective governance tenets encompass the basic characteristics and behaviors that enable governance team members to effectively create a climate for excellence in a school district.
- The role of the school board is to see that the schools are well-run, not to run the schools. The community elects school board members to set and monitor the direction of the school district. The District's superintendent will translate all efforts into action. It is, therefore, vital that the board and superintendent have a respectful and productive working relationship based on trust and open communication. Direction is given to the superintendent by a board majority, which only exists at a properly noticed meeting of the board. Individual board members do not have the authority to direct the superintendent.
- Working as a group, board members and the superintendent leverage the efforts of the professional staff by setting a direction for the district reflective of the community's wishes for its children, by creating a supportive framework for action in the district, by holding the system accountable through mutually agreed upon mechanisms, by providing support to students and staff through behaviors and actions, and by demonstrating community leadership on behalf of children, district schools, and public education, thereby creating a climate for excellence in which all students thrive.

## **AN EFFECTIVE TEAM**

### 1. Effective Trustees:

- a. Keep learning, achievement, and well-being of *all* students as their primary focus
- b. Share common values and beliefs about children, the District, and public education
- c. Are respectful and professional in sharing perspectives, agreeing, and agreeing to disagree
- d. Mutually agree regarding the roles of the board and superintendent and strive to operate within them.
- e. Demonstrate a positive culture through agreed-upon, established norms
- f. Are leaders who are engaged and willing to commit to the time necessary to perform the job they were elected to do
- g. Are good listeners, not defensive or reactive
- h. Keep their sense of humor
- i. Understand that once the Board has made a decision by majority vote, all trustees will stand by the decision and move forward
- j. Empower others, but are accountable for their actions and decisions
- k. Show gratitude for great work

### 2. Effective Governance Teams:

- a. Have a common purpose; demonstrate leadership
- b. Are loyal to the team and trust one another
- c. Are honest, caring, and supportive
- d. Create a safe environment for each other; never intentionally hurt one another
- e. Self-correct when there is a problem; talk to one another when there are interpersonal issues or problems
- f. Respectfully receive ideas from one another; learn to compromise; agree to disagree and move forward
- g. Work well when there is adequate information to make wise decisions
- h. Are present and attentive; are tenacious; put in the time needed to reach decisions
- i. Support each other; care about each other; energize each other

- j. Lead, inspire, risk, and strive to be effective

## **ROLES AND RESPONSIBILITIES (BP 2000)**

### **The Role of the Board**

School board trustees are the representatives of the people, elected to ensure the district schools educate the children in consideration of the interests of the local community. The role of the school board is to govern the school district.

### **The Role of the Superintendent**

The superintendent is hired by the school board to provide professional expertise in the day-to-day operations of the district. The superintendent works with the school board to develop an effective governance leadership team and serves as the chief administrative officer for the school district.

### **Board Responsibilities**

Setting the direction for the community's schools by:

- Focusing on student learning, achievement and well-being for all students
- Assessing district needs
- Generating, reviewing, and revising guiding documents: (beliefs, vision, priorities, strategic goals, success indicators)
- Ensuring an appropriate, inclusive process is used to develop these documents
- Ensuring that these documents are central to all district efforts

Establishing an effective and efficient structure for the school district by:

- Employing and working collaboratively with the superintendent
- Setting policy for hiring of other personnel
- Setting policies and keeping them up to date
- Setting direction for and adopting the curriculum
- Establishing budget priorities and adopting the LCAP and budget
- Overseeing facilities
- Providing direction for and voting to accept collective bargaining agreements

Providing support through behavior and actions by:

- Operating openly, with trust and integrity
- Acting with a professional demeanor that models the district's beliefs and vision
- Making decisions and providing resources that support mutually agreed upon priorities and goals
- Upholding board approved district policies
- Ensuring a positive personnel climate exists
- Being knowledgeable about district efforts and able to explain them to the public

Ensuring accountability to the public by:

- Evaluating the superintendent
- Monitoring, reviewing, and revising policies
- Serving as a judicial and appeals body
- Monitoring student achievement and program effectiveness and requiring program changes as indicated
- Monitoring and adjusting district finances
- Reviewing facilities issues
- Monitoring the collective bargaining process

Acting as community leaders by:

- Speaking with a common voice about district priorities, goals, and issues
- Engaging and involving the community in district schools and activities
- Communicating clear information about policies, programs, and fiscal conditions of the district
- Educating the community and the media about issues facing the district and public education
- Advocating for children, district programs, and public education to the general public, community, and local, state, and national leaders

## **WHAT THE BOARD NEEDS FROM THE SUPERINTENDENT**

The Superintendent needs to:

- Provide clear, timely, accurate, and thorough information
- Lead and direct staff in accordance with current Board, state, and federal policies
- Continuously stay current and engaged on district, state and federal policies and ensure the district is compliant on a timely basis and staff are informed
- Maintain professional credibility and confidentiality
- Be transparent, honest, and keep the board informed - no surprises
- Implement the district policies and vision
- Demonstrate good judgment, leadership, creativity, and follow-through
- Demonstrate effective listening
- Demonstrate effective crisis management skills
- Present a clear plan and timeline for achieving District goals
- Interact effectively with the community, staff, students, and parents/families
- Be fiscally prudent with district funds
- Ensure agenda items and supporting documents are thoroughly vetted before submission to the Board.
- Demonstrate and model perseverance in solving problems and achieving goals
- Provide data and evidence-driven support for any initiatives being presented to the Board that demonstrate a nexus to student well-being so the Board can make informed decisions
- Find opportunities and promote/encourage professional development for themselves, staff, and board members

## **WHAT THE SUPERINTENDENT NEEDS FROM THE BOARD**

The Board needs to:

- Be prepared for meetings and workshops
- Trust the superintendent to effectively address issues that have been shared
- Maintain confidentiality
- Provide clear direction
- Conduct annual evaluations in a timely manner
- Understand the role of the board versus the role of the superintendent
- Provide questions/concerns to the superintendent prior to discussing in public, when possible
- Be representative of the community, not their personal interests
- Be supportive of staff and understand staff roles and responsibilities
- Be able to agree to disagree and maintain civility in order to move forward.

## **GOVERNANCE TEAM NORMS:**

The Board's effectiveness is enhanced through the establishment of structure, protocols, and norms that define how board members and the Superintendent will operate as a Governance Team. Board members agree to come together as individuals to form a governance team and pledge to adhere to the



Professional Governance Standards and these norms:

- Focus on the best interests of students
- Maintain confidentiality
- Listen openly, show respect and civility, and be open to ideas
- Share in the responsibility for successful meetings
- Support decisions of the majority
- Provide opportunities for all members to be heard
- Provide accurate and timely information to the public
- Pay attention to process and stay on task
- Attend conferences and workshops for continued professional development
- Use data whenever possible to drive decision-making

Agree to be fully present during meetings:

- Respect the time and resources of the group and take a short break, if one is needed
- Come to meetings prepared
- Sustain board norms throughout the process
- Participate in and support substantive conversations and give helpful feedback directly and openly
- Ask the superintendent questions in advance of the meeting, when possible, so that staff can be prepared
- Acknowledge that sometimes a board member and staff may need time to gather information

Agree to listen, engage, and hold ourselves responsible for examining all points of view:

- Respect board and district operations
- Remain open to all possible outcomes
- Be responsible for asking questions and building understanding of board business

Agree to be flexible as the process evolves:

- Be transparent and direct in communication
- Be inclusive of all opinions/thoughts/multiple perspectives
- Use humor as appropriate

Agree to air all disagreements in a manner that supports the district's vision:

- Express concerns in the moment
- Challenge ideas, but not the person voicing them
- Adhere to transparency and confidentiality of the process
- Dissent when it is necessary

Agree to work toward consensus, even if it is not always attainable:

- Remain open to changing a position
- Commit to the diligent execution of a common vision and plans
- Understand that dissent is part of the process
- Agree to unification once decisions are made

Agree to base decisions on the vision, mission, and goals of the Board:

- Understand that board members' actions can build or undermine trust within the group
- Set aside personal agendas and priorities in order to work collaboratively and ensure that all issues and concerns can be dealt with openly by all members
- Maintain the commitment to the common vision
- Understand that each board member is one part of a whole

- Commit to evaluating progress- work toward the future and learn from the past

## **BOARD PROTOCOLS**

<b><i>Communications</i></b>	
<b>Board – Superintendent Communication</b>	<p><b><i>Principles:</i></b></p> <ul style="list-style-type: none"> <li>• The superintendent will provide the board with efficient, accurate information.</li> <li>• The board will demonstrate respect for the superintendent and vice versa.</li> <li>• All board members will have access to the same information.</li> </ul> <p><b><i>Agreements:</i></b></p> <ul style="list-style-type: none"> <li>• Board members will direct all district communication to the superintendent, or the superintendent’s/board’s executive assistant.</li> <li>• The superintendent will either answer or direct cabinet members to answer the question.</li> <li>• Board members may direct communications to appropriate staff members and copy the superintendent.</li> <li>• Each board member should feel comfortable contacting the superintendent to discuss any district issue. The board member can call the superintendent to discuss the matter in person, over the phone, or virtually. Additionally, any board member can set up a recurring meeting with the superintendent to discuss any issues they may have.</li> </ul>
<b>Keeping the Board Informed</b>	<p><b><i>Principle:</i></b></p> <ul style="list-style-type: none"> <li>• Trustees have access to timely, thorough, and equal information.</li> </ul> <p><b><i>Agreement:</i></b></p> <ul style="list-style-type: none"> <li>• The superintendent will inform the board as soon as possible regarding serious issues that include but are not limited to those likely to have heightened community concern, liability exposure, media exposure, serious injury, staff issues, or any other serious concerns. <ul style="list-style-type: none"> <li>○ The superintendent exercises discretion and independent judgment on what to report to the board.</li> </ul> </li> <li>• Friday Letter <ul style="list-style-type: none"> <li>○ The superintendent shall provide weekly communication to the board through a Friday Letter. Information in the Friday Letter should include but is not limited to: <ul style="list-style-type: none"> <li>▪ Routine information regarding district operations</li> <li>▪ Alerts to upcoming activities/issues impacting the district or in which the board may become involved</li> <li>▪ Important items that may require additional attention from the Board at upcoming Board meetings</li> <li>▪ Superintendent’s Weekly Calendar</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Calendar of Upcoming Board Meetings and Important District Activities</li> <li>● Confidential Friday Letter <ul style="list-style-type: none"> <li>○ The superintendent shall also provide a <i>Confidential</i> Friday Letter to the board on an “as needed basis.” Information placed in this separate correspondence shall be deemed confidential as defined in the Brown Act.</li> </ul> </li> <li>● The superintendent shall ensure that board members receive copies of District communications and school newsletters.</li> </ul>
<b>Email, Text, or Other Correspondence Communication</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● Trustees wish to avoid unintentional violations of the Brown Act.</li> <li>● Governance team members wish to be courteous and responsive to one another and members of the public.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● If the superintendent sends an email to all board members and does not want a response, they may indicate this by placing the words “No Reply Needed” in the subject header of the email.</li> <li>● If the superintendent sends an email to all board members and seeks a response, they may indicate this by placing the text “Reply Requested” in the subject header of the email. <ul style="list-style-type: none"> <li>○ Board members will use the “reply” function so that only the Superintendent receives the response. Members will <b>not</b> use “reply to all.”</li> <li>○ Board members will make every reasonable effort to respond to emails (and calls) within 24-48 hours.</li> <li>○ The Superintendent shall not discuss with a majority of the Board directly, or through intermediaries, any matter within the subject matter jurisdiction of the Board which might be more appropriate to discuss at an agendaized board meeting.</li> </ul> </li> <li>● Responding to Emails or other correspondence from members of the public: <ul style="list-style-type: none"> <li>○ If it is sent to all members of the board and the superintendent, the superintendent or board president will reply to the sender within 48 business hours, when possible.</li> <li>○ If it is sent to all board members and <b>not</b> the superintendent, the board president will forward it to the superintendent and notify the sender that this has been done. The superintendent or board president will reply to the sender within 48 business hours, when possible.</li> <li>○ If it is sent to <b>some</b> board members but <b>not</b> others, the superintendent will forward it to the missing board members and should handle the response as above.</li> </ul> </li> </ul>

<p><b>Serial Meetings/ Brown Act Compliance</b></p>	<p><b>Principle:</b></p> <ul style="list-style-type: none"> <li>● Board members wish to avoid unintentional violations of the Brown Act</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● When approached by 1 or 2 board members regarding a matter within the Board's jurisdiction, both will disclose whether they have discussed the matter with another board member. <ul style="list-style-type: none"> <li>○ If the issue has been discussed by two other members, the board members will stop the conversation.</li> </ul> </li> </ul>
<p><b>Use of Social Media</b></p>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● Board members wish to make information available to members of the public.</li> <li>● Board members understand that when a school board member has a social media page discussing matters concerning district business and invites the public to comment, they are creating a Constitutionally-protected free speech forum from which they cannot necessarily block or remove comments or posters they disagree with.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● Board members will not interact with one another on social media platforms regarding District business, including "liking" or commenting on posts.</li> <li>● Board members will make their official board member social media pages available to everyone.</li> <li>● If commenting is allowed, board members will not delete or hide comments on their official social media pages.</li> <li>● Board members agree to: <ul style="list-style-type: none"> <li>○ Post a disclaimer that they are not posting on behalf of the District and not intending to create a public forum for school board business.</li> <li>○ Set explicit decorum standards and expectations on their official social media pages, including a prohibition on profanity or threats.</li> </ul> </li> </ul>
<p><b>Asking for Information</b></p>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● Board members need comprehensive information to, among other things, vote on items presented to them at meetings. Board members are encouraged to seek additional information if they need it to perform this essential function.</li> <li>● Only the full board may direct the superintendent</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● If a board member asks for additional information that is not readily available, the board may direct the superintendent to present the request to the entire board at a board meeting or share the request in a Friday Letter. At the meeting, the board member can explain the request, and the superintendent can inform the board how fulfilling the request will impact staff.</li> </ul>

<b>Meeting Preparation</b>	
<b>Board Packet for Meetings</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>• Trustees are prepared for board meetings.</li> <li>• Trustees have equal access to timely information.</li> <li>• The governance team demonstrates respect for staff and vice versa.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>• Agendas for all regularly scheduled board meetings will be available to the board ten days prior to the board meeting and to the public 72 hours before a meeting (or as required by law).</li> <li>• Supporting materials for the agenda should be distributed in conjunction with the agenda or as soon as practical.</li> <li>• Board members may email the superintendent or appropriate staff member anytime with questions regarding board meeting materials. If board members email staff directly, they should copy the superintendent.</li> <li>• To ensure questions can be answered prior to the board meeting, Board members should aim to submit their questions by end of the day Monday prior to the board meeting, if possible.</li> <li>• The superintendent will, if appropriate, share any question and answer with all board members by email. The board trusts the superintendent to make this judgment.</li> </ul>
<b>Placing Items on the Agenda</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>• Any board member has the right to request that an item be placed on the agenda.</li> <li>• The agenda belongs to the full board.</li> <li>• Items for consideration on the agenda must fall within the purview of the board.</li> <li>• Members should understand the process for making these requests.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>• The board president and the superintendent shall meet regularly to review the agenda prior to its publication and distribution.</li> <li>• If items are requested to be placed on the agenda, they will be reviewed by the board president and superintendent in the context of the published governance calendar for appropriate placement.</li> </ul> <p>Items for the agenda may be requested by:</p> <ul style="list-style-type: none"> <li>• A board member <ul style="list-style-type: none"> <li>○ Requests may be made at a board meeting to determine if there is sufficient interest.</li> <li>○ Requests may be made through an email or a phone call to the superintendent or board president.</li> <li>○ Requests should be made at least 12 days before a regularly scheduled meeting.</li> </ul> </li> <li>• A member of the public <ul style="list-style-type: none"> <li>○ Requests should be made in writing to the Superintendent or their designee.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Requests should be made at least 12 days before a regularly scheduled meeting.</li> </ul> <p><i>*<a href="#">BB 9322 Agenda and Meeting Material</a></i></p>
<p><b>Efficient Meetings: Ask Questions in Advance, If Possible</b></p>	<p><b>Principle:</b></p> <ul style="list-style-type: none"> <li>● Board members agree that staff should be prepared to answer questions at meetings for optimal efficiency.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● Board members will, if possible, inform the superintendent if they intend to ask a question at a board meeting. However, board members may not always anticipate or have time to formulate questions in advance of a board meeting. When this occurs, they should try to remind the rest of the board and the community before asking.</li> </ul>
<p><b>Board Meetings</b></p>	
<p><b>Structure of Meetings</b></p>	<p><b>Closed Session</b> - Closed session can either come before or after the open session. Confidential items are only those per <a href="#">BB Exhibit 9321 Closed Session</a>.</p> <p><b>Open Session</b> - See <a href="#">sample board agenda</a> at the end of this handbook.</p>
<p><b>Role of the President</b></p>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● The board wants its meetings to be effective and efficient.</li> <li>● The president manages the meeting in a manner consistent with the board's agreements.</li> <li>● When the president is absent or cannot preside over a meeting, the vice president shall perform the president's duties.</li> <li>● When both the president and the vice president are absent, the clerk shall perform the president's duties.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● The Board gives the board president permission to enforce the board's bylaws regarding the conduct of meetings.</li> <li>● Set agenda with superintendent</li> <li>● Call meetings of the board</li> <li>● Call the meeting to order and preside over the meeting</li> <li>● Announce the agenda items</li> <li>● Recognize speakers and enforce board protocols for protecting speakers from disturbance or interference.</li> <li>● Facilitate deliberations and votes at meetings</li> <li>● President has the same rights as other board members, including the right to discuss and vote.</li> <li>● Perform other duties in accordance with the law and board policy.</li> </ul>

<b>Role of the Vice President</b>	<ul style="list-style-type: none"> <li>• To fulfill the duties of the president in the absence of the president.</li> <li>• Perform any other duties assigned by the board.</li> </ul>
<b>Role of the Clerk</b>	<ul style="list-style-type: none"> <li>• Certify or attest to actions taken by the board when required.</li> <li>• Maintain such other records or reports as required by law.</li> <li>• Sign documents on behalf of the District as directed by the board.</li> <li>• Serve as presiding officer in the absence of the president and vice president.</li> <li>• Notify board members and members-elect of the date and time for the annual organization meeting.</li> <li>• Perform any other duties assigned by the board.</li> </ul>
<b>Meeting Management</b>	<p><b>Principle:</b></p> <ul style="list-style-type: none"> <li>• The board wishes to conduct business in a professional manner</li> <li>• The board wants its meetings to be effective and efficient and for the purpose of accomplishing the District's business.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>• Board members should refer to each other by last name</li> <li>• If they wish to speak, the president will recognize members in order</li> <li>• The president may advance the meeting by saying, "Unless there are new ideas..."</li> <li>• <u>No use of cell phones or texting from the dais.</u></li> </ul>
<b>Meeting Management: Student Safety</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>• Board members want members of the community to have their concerns addressed appropriately.</li> <li>• Board members wish to protect student safety.</li> </ul> <p><b>Agreements:</b></p> <p>Board president will use this sample wording (or words to this effect) to mitigate public comment referencing personal or identifying information about a minor:</p> <p>Student safety is a priority for board members, including protecting their right to privacy. Though we prefer that community members do not disclose information that would identify a specific minor/student when addressing the board in open session, there is nothing that stops them from doing it. There are, however, things that the board president can say and do to help direct the conversation appropriately and protect the student(s).</p> <ul style="list-style-type: none"> <li>• Scenario One: Board president interrupts the speaker and politely and calmly says, "Clearly, this is very important to you. I can see how much you care, and I want to help you. In order to be sure that we understand the circumstances or situation, we need to get this information to the right people to address it. The best way to do that is for me to arrange for someone from the staff to meet with you right now, and help you. so, I'd like to ask XX staff members to please meet &lt;&lt;community member name&gt;&gt; in the back of the room for further discussion."</li> </ul>

	<ul style="list-style-type: none"> <li>Scenario Two: Board president says, "I'm so sorry &lt;&lt;insert community member name&gt;&gt;. I apologize for the interruption, but I need you to know that we prefer that constituents do not speak publicly about minor students by name or other specific identifying information. Protecting the privacy and rights of our students is important to us as a board. If you feel the need to continue addressing this situation publicly, I ask that you please refrain from providing any identifying information about the student(s) involved. Alternatively, I can arrange for you to speak directly with staff.</li> </ul>
<b>Meeting Management: Disruptions</b>	<p><b>Principles:</b> Effective January 2023, the Board has the authority to remove a disruptive member of the public from an open meeting in order to maintain order during the meeting.</p> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>The Board President or Superintendent may warn a member of the public that their behavior is disruptive and that if they do not stop their behavior, the governing body may remove them from the meeting.</li> <li>If the member of the public does not promptly cease their behavior, the governing body's presiding member or their designee may order their removal.</li> <li>Disruptive behavior is behavior that "actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting," including but not limited to behavior that (1) violates one of the governing body's regulations addressing the conduct of open meetings, or (2) a reasonable observer would perceive as a threat to use force by that member of the public.</li> </ul>
<b>Reports to the Board</b>	<p><b>Principles</b> The Board:</p> <ul style="list-style-type: none"> <li>Receives timely and sufficient information to do its work.</li> <li>Values the contributions of district staff.</li> <li>Keeps meetings focused and efficient.</li> </ul> <p><b>Agreements</b></p> <ul style="list-style-type: none"> <li>Staff reports will be provided in advance unless unavoidable.</li> <li>Staff reports should address as applicable: <ul style="list-style-type: none"> <li>Impact on students</li> <li>District goals and priorities</li> <li>Policy</li> <li>Cost &amp; other related impacts</li> <li>Options &amp; Alternatives</li> <li>Rationale/data/support for proposed action</li> <li>Equity</li> </ul> </li> <li>Guidelines for Staff <ul style="list-style-type: none"> <li>Focus on the most important aspects of the issue and what the Board needs to make an informed decision.</li> <li>Avoid jargon. (Provide a glossary, if necessary)</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Do not read slides or reports to the Board.</li> <li>○ Comply with any Education Code (or other applicable law or regulation), Board Policy, and Administrative Regulation applicable to the content of a report presented to the Board.</li> <li>○ Always present complete and sufficient comparative data and analysis, especially concerning student outcomes. Do not “cherry-pick” or provide information only for a single year. At a minimum, show data over time of how we compare to ourselves, to the standard, and to school districts (or schools) with similar demographics.</li> <li>○ Always provide staff analysis, recommendations, or proposed solutions from data/information presented.</li> </ul>
<p><b>Public Comment at Meetings</b></p>	<p><b><i>Principles:</i></b></p> <ul style="list-style-type: none"> <li>● The public has the right to address the Board on agenda items or non-agenda items either at the beginning or when the item is called</li> <li>● The public will always be treated respectfully.</li> <li>● Board and superintendent are responsive to public comment.</li> <li>● The board meeting will be productive and efficient.</li> </ul> <p><b><i>Agreements:</i></b></p> <ul style="list-style-type: none"> <li>● President opens the item.</li> <li>● Staff reports on the item.</li> <li>● President calls for public comment.</li> <li>● The president opens public comments and reminds the community of the guidelines for public comment. <ul style="list-style-type: none"> <li>○ Three minute time limit per person per topic, 20 minutes total</li> <li>○ The president may, in consultation with the board, adjust the time to accommodate large groups.</li> <li>○ Set a timer so the speaker(s) can monitor their time and the board president can more easily enforce the time limit.</li> <li>○ Comments must be within purview/jurisdiction of the board.</li> <li>○ Comments should be directed to the full board.</li> </ul> </li> <li>● The president will acknowledge each speaker.</li> <li>● The board will listen but will not respond to public comments. If it is determined that a response is needed to a comment on an agenda item, it will come after the board has had time to deliberate the issue, seek additional information, or take recommendations from the superintendent or staff. If necessary, the Board may ask questions for clarification.</li> </ul> <p>*<a href="#">BB 9323 Meeting Conduct</a></p>

<b>Deliberations</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● Board members are prepared for deliberation by advance study of board materials.</li> <li>● All board members have an opportunity to participate.</li> <li>● All board members work to demonstrate understanding of the collective views of the board.</li> </ul> <p><b>Agreements:</b> In deliberations and for responding to staff recommendations, the board will reflect on</p> <ul style="list-style-type: none"> <li>● District mission, values, goals, and priorities.</li> <li>● Policy</li> <li>● Budget</li> <li>● Impact on students</li> <li>● Equity</li> <li>● The perspectives of the community</li> <li>● Impact on other systems: staff, facilities, etc.</li> <li>● Reasonableness</li> </ul>
<b>Trustee Comments / Reports</b>	<p><b>Principle:</b> Board members wish to keep the public informed of their activities and participation in events and meetings.</p> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● Board members will attempt to keep comments less than 3 minutes.</li> <li>● Board members will focus comments on: <ul style="list-style-type: none"> <li>○ Board development activity (may include professional reading, training, etc.)</li> <li>○ District activities they have attended.</li> </ul> </li> </ul>
<b>Other Trustee Protocols</b>	
<b>Missing a Board Meeting</b>	<p><b>Principle:</b></p> <ul style="list-style-type: none"> <li>● The presence of every board member is important and expected at every meeting.</li> </ul> <p><b>Agreement:</b></p> <ul style="list-style-type: none"> <li>● Board members will notify the superintendent's office if they will be absent from a board meeting.</li> <li>● Absent members are expected to read the Board Packet and to contact the superintendent if there are questions or comments regarding the agenda or supporting materials.</li> <li>● Board members are encouraged to contact the board president or superintendent for board meeting results upon returning from an absence.</li> </ul>

<p><b>Visiting Schools</b></p>	<p><b>Principles:</b> Trustees visit schools to</p> <ul style="list-style-type: none"> <li>● Demonstrate interest in student learning and support for the work of staff.</li> <li>● See the connection between the work of the board and the experience of students and staff.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● As a courtesy, board members inform the superintendent’s office when they plan to visit schools.</li> <li>● Board members call principals to schedule a visit.</li> <li>● Board members follow the school rules regarding visitors (e.g., sign in at the school office) and should wear their ID badges.</li> <li>● Board members are careful not to make evaluative statements to school staff or students.</li> </ul>
<p><b>Handling Concerns</b></p>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● Treat others with respect, understanding, honesty, and integrity.</li> <li>● Support District policy and procedures regarding concerns or complaints.</li> <li>● A board member has no operational role in the school district and delegates sufficient legal authority to the Superintendent to implement the board’s policies and run the day-to-day operations of the district.</li> <li>● Confidential matters must be kept confidential (by law).</li> </ul> <p><b>Agreements:</b> In responding to concerns, board members will follow the steps below and be mindful that the board may ultimately be considering the matter pursuant to the applicable complaint process, so the board generally stays apart from the investigation stage of the complaint or concern in order to preserve neutrality:</p> <ul style="list-style-type: none"> <li>● Receive – Listen carefully without jumping to any conclusion.</li> <li>● Repeat - Explain their point to their satisfaction. (“Do you believe that I understand?” and/or “What would you like me to do for you?”)</li> <li>● Remind – Explain that you have no authority as an individual.</li> <li>● Redirect –Direct them back to the appropriate person at the appropriate level. Be sure to acknowledge the speaker's emotion and express that you hear their concern, and invite the person with the complaint/concern to get back to you if the issue is not resolved.</li> <li>● Report – to the superintendent.*</li> </ul> <p>*Consistent with <a href="#">BP 1312.1</a>, complaints against employees made directly to a Board member <b>must be</b> referred to the Superintendent.</p>

<b>Serving on Committees:</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>• Board members will sit as a member or act as an alternate on any number of school or community committees.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>• The assignment to these committees will occur at the board’s annual organizational meeting in December.</li> <li>• Serving on committees shall always comply with Board Policy <a href="#">BB9130</a>, the Brown Act, and any other applicable laws.</li> </ul>
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**RECOMMENDED READING:**

- [OPUSD Board Policies Series 0000 - Philosophy, Goals, Objectives and Comprehensive Plans](#)
- [OPUSD Board Policy Series 9000 - Bylaws of the Board](#)
- California School Boards Association (“CSBA”), [Professional Governance Standards](#)
- [The School Board Role in Creating the Conditions for Student Achievement, a Report by the CSBA and its Policy and Programs Department \(2017\)](#)
- [CSBA Effective Governance - Resources Training and Support](#)
- Davis Campbell and Michael Fullan, [The Governance Core, School Boards, Superintendents and Schools Working Together \(2019\)](#)
- Nancy Walser, [The Essential School Board Book, Better Governance in the Age of Accountability \(2008\)](#)

**IMPORTANT INFORMATION ABOUT OPUSD:**

- [OPUSD History, Appendix A](#)
- [Oak Park Census Data, Appendix B](#)
- [OPUSD Student Demographics, Appendix C](#)
- [OPUSD District Staff, Appendix D](#)
- [OPUSD School Bond Programs, Appendix E](#)
- [Who’s Who in OPUSD, Appendix F](#)
- [Who’s Who in Oak Park and Ventura County, Appendix G](#)
- [Current OPUSD Budget](#)
- [Current OPUSD LCAP](#)
- [Governance Calendar](#)

## **STRUCTURE OF THE BOARD AGENDA AT BOARD MEETINGS**

### I. CALL TO ORDER:

### II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

### III. RECESS TO CLOSED SESSION FOR DISCUSSION AND/OR ACTION ON THE FOLLOWING ITEMS:

1. Closed session may be scheduled either before the start of the regular board meeting or at the end.
2. Items are confidential in nature and must meet the guidelines as established by the Brown Act, including but not limited to personnel and legal matters.

### IV. CALL TO ORDER – RECONVENE IN OPEN SESSION AT: \_\_\_\_\_ p.m.

- A. ROLL CALL
- B. FLAG SALUTE
- C. REPORT OF CLOSED SESSION ACTIONS TAKEN
- D. ADOPTION OF AGENDA

### V. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS

- This is a time when members of the audience may address the Board on items not listed on the agenda.
- We request that any person wishing to address the Board please complete a speaker card, and though it is not required, include their name and address.
- Board Members are not allowed to engage with the public or act on items not on the agenda due to limitations of the Brown Act.
- Individual speakers will be limited to three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.

### VI. OPEN COMMUNICATIONS/PRESENTATIONS

#### A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

- May include reports from employee associations, the Student Board Member, the Superintendent, and Board Members
- Special school or District reports will be calendared as needed

#### B. DISCUSSION/ACTION ITEMS/CONSENT ITEMS/PUBLIC HEARING

##### 1. CONSENT AGENDA

- All matters of the Consent Agenda are considered to be routine in nature and will be enacted by the Board in one motion without prior discussion.
- At the time the Board adopts the agenda, an item may be removed from the Consent Agenda by the Board or any member of the public for discussion.
- Examples of consent agenda items may include
  - Meeting Minutes
  - Routine Personnel Matters
  - Routine District Matters, Purchase Orders, Overnight Field Trips, Staff Out-of-State Travel, Renewal Agreements

- Public works contracts for ratification after authorization

#### DEPARTMENT REPORTS/ACTIONS

2. Educational Services
3. Business Services
4. Human Resources
5. Board
6. Board Policies

- The sequence of departmental reports will vary based upon the nature of the agenda items.
- Department reports include personnel, finance, facilities, curriculum and instruction, and others.
- Department reports normally will be agendized with discussion/action items first, followed by information items.

#### VII. INFORMATION ITEMS

- Monthly Cash Flow Report
- Monthly Measure S Status Report
- Monthly General Fund Budget Report
- Monthly Attendance Reports

#### VIII. OPEN DISCUSSION /FUTURE AGENDA ITEMS

#### IX. ADJOURNMENT:

### **OPUSD HISTORY - APPENDIX A**

The Oak Park Unified School District is located in the southeast corner of Ventura County, immediately adjacent to the Los Angeles County line. Prior to 1977, the area served by the District had been included in the Simi Valley Unified School District, which was formed in 1936.

Although the first school was built in Simi Valley in 1890, the Oak Park area experienced no growth until 1967 when 160 homes were built. Additional homes were constructed subsequent to 1967, and in 1968, Brookside Elementary School was completed to house the elementary students living in those homes.

Beginning in 1970, Oak Park residents made a formal request to the Las Virgenes Unified School District Governing Board for annexation to that District. Three denials of this request prompted District residents to begin the process of forming their own school district.

On January 13, 1977, the State Board of Education approved the proposed Oak Park Unified School District, and an election was held in Oak Park on May 31, 1977. Seventy-seven percent of the eligible Oak Park electorate voted in that election and unification was approved with a ninety-three percent affirmative vote. A five-member Board of Education was elected at the same time, and their first business meeting was held on June 14, 1977.

In the year of 1998, there were approximately 4,700 residential addresses in Oak Park based on Oak Park Water Service hook-ups. Based on housing units completed, as of 12/01/98, there were homes built for a population of 17,500.

**OAK PARK CENSUS DATA, APPENDIX B**

**According to the 2020 census the community of Oak Park:**

- has 13,853 residents living in 5,401 housing units.
- the median value of owner-occupied homes is \$760,200
- 64.6% of the population over 25 has a bachelors degree or higher
- The median household income is \$132,578
  - 17.4% - Under 50K
  - 21.6% - 50K - 100K
  - 33.9% - 100K - 200K
  - 27.1% - over 200K
- Race and Ethnicity:
  - 65.2% - White
  - 18.5% - Asian
  - 9.6% - Hispanic
  - 5.2% - Two or more races
  - 1.4% - Black

**According to the 2020 census the community of Oak Park school enrollment:**

School Enrollment	Total	Percent	Public School	Public School%	Private School	Private School %
K to 12th grade	2,663	71.1%	2,405	90.3%	258	9.7%
K	304	8.1%	272	89.5%	32	10.5%
Grades 1 to 4	647	17.3%	636	98.3%	11	1.7%
Grades 5 to 8	747	19.9%	643	86.1%	104	13.9%
Grade 9 to 12	965	25.7%	854	88.5%	111	11.5%

Oak Park, California - Overview	2020 Census		2010 Census		2000 Census	
	Counts	Percentages	Counts	Percentages	Counts	Percentages
<b>Total Population</b>	13,853	100.00%	13,811	100.00%	14,215	100.00%
<b>Population by Gender</b>						
Female	7,068	51.02%	7,170	51.92%	7,319	51.49%
Male	6,785	48.98%	6,641	48.08%	6,896	48.51%
<b>Population by Age</b>						
Persons 0 to 4 years	858	6.2%	604	4.37%	1,040	7.32%

Persons 5 to 17 years	2607	18.82%	3,018	21.85%	3,688	25.94%
Persons 18 to 64 years	8262	59.64%	9,016	65.28%	8,759	61.62%
Persons 65 years and over	2126	15.34%	1,173	8.49%	728	5.12%

In 1991, the Agoura Hills Postmaster gave the community of Oak Park permission to use Oak Park, CA 91301 instead of using the previously assigned Agoura zip code. And as of January 1, 1999, Oak Park now has its own Zip Code – 91377. Residents are happy with this, as it is one more step in identifying this unique community.

The book *Images of America – Oak Park* is a great resource for learning more about the history of Oak Park.

The source for data table above is: <https://censusreporter.org/profiles/16000US0653116-oak-park-ca/>

### **OPUSD STUDENT DEMOGRAPHICS, APPENDIX C**

<b>Students</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Oak Park Neighborhood School	61	52		
Total students grade-wise at OPIS	DK-5 - 17 6-8 - 40 9-12 - 126	DK-5 - 36 6-8 - 46 9-12 - 120		
Total students grade-wise at ROES/OHES/BES, MCMS, OPHS, OVHS	DK-5 - 1621 6-8 - 1007 9-12 - 1426	DK-5 - 1651 6-8 - 1071 9-12 - 1499		
English Language Learners	4.6% (CALPADS October 2022)	4.8% (CALPADS October 2020)	4.8% (CALPADS October 2019)	5.39% (CALPADS - October 2018)
Eligible for Free and Reduced Lunch	6.7% (CALPADS October 2022)	7.1% (CALPADS October 2020)	6.9% (CALPADS October 2019)	7.64% (CALPADS - October 2018)



Primary Languages spoken at home other than English	Mandarin, Telugu, Tamil, Hebrew, Spanish, Farsi/Persian, Russian, Hindi, Korean, Kannada, Marathi, Japanese, Armenian as well as 29 other languages	Mandarin, Telugu, Tamil, Hebrew, Spanish, Farsi/Persian, Russian, Hindi, Korean, Kannada, Marathi, Japanese, Armenian as well as 25 other languages	Mandarin, Telugu, Tamil, Hebrew, Spanish, Farsi, Russian, Hindi, Korean, Kannada, Marathi, as well as 26 other languages	Hebrew, Mandarin, Spanish, Russian, Hindi, and Farsi, well as more than 29 other languages
Race & Ethnicity	55.3% White 28% Asian 10.9% Hispanic 2.3% Filipino 2.8 % Black/African American 0.4% Pacific Islander 0.3% American Indian /Alaskan Native	55.9% White 28% Asian 10.6% Hispanic 2.3% Filipino 2.7 % Black/African American 0.4% Pacific Islander 0.2% American Indian /Alaskan Native	56.6% White 27.5% Asian 10.4% Hispanic 2.1% Filipino 2.8 % Black/African American 0.3% Pacific Islander 0.3% American Indian /Alaskan Native	57.8% White 26.8% Asian 10.5% Hispanic 1.8% Filipino 2.5 % Black//African American 0.2% Pacific Islander 0.3% American Indian /Alaskan Native

**OPUSD DISTRICT STAFF, APPENDIX D**

Staff	2022	2021	2020	2019
Certificated Staff	244	254	252	256
Counselors	16	13	13	12
School Psychologists	6	6	6	6
Certificated Management	#19.5 1 Superintendent 2 Assistant Superintendents 5 Directors 6 Principals	#18 1 Superintendent 1 Assistant Superintendent 5 Directors 6 Principals	#16 1 Superintendent 1 Assistant Superintendent 4 Directors 6 Principals	#17 1 Superintendent 1 Assistant Superintendent 5 Directors 5 Principals

	3 Assistant Principals 1 Dean of Students 1.5 Program Specialists	3 Assistant Principals 1 Dean of Students 1 Program Specialist	3 Assistant Principals 1 Program Specialist	3 Assistant Principals 1 Dean of Students 1 Program Specialist
TOSA	2 Tech TOSA 1 Curriculum and Instruction TOSA 3 Learning Support Teachers	2 Tech TOSA 1 Curriculum and Instruction TOSA	2 Tech TOSA 1 COSA (Coordinator Safety and Equity)	2 Tech TOSA
Classified Staff	277	279	213	275
Classified Management	# 7 1 Assistant Superintendent 3 Directors 3 Confidential	# 8 1 Assistant Superintendent 4 Directors 3 Confidential	# 8 1 Assistant Superintendent 4 Directors 3 Confidential	# 8 1 Assistant Superintendent 4 Directors 3 Confidential

**OPUSD SCHOOL BOND PROGRAMS, APPENDIX E**

**Measure S**

Measure S was passed in November 2016 and is a \$60 million bond limited in scope to pay for facilities, technology, and equipment. The tax rate is projected as \$60 per \$100K of assessed valuation. As of August 13 of the \$32,310,000 fund issued so far \$28,373,944.91.

**Measure R**

Measure R was passed by Oak Park voters in 2008 and was a \$29.5 million facilities repair and modernization program. The proceeds from this bond have been used to replace roofs, paint, repair, and generally upgrade the existing facilities to ensure that they are safe and modern. The tax is \$52.90 per \$100K of assessed valuation. All Measure R funds have been exhausted.

**Measure C6**

Measure C6 was passed in 2006 and was a \$17.5 million bond limited in scope to pay for technology and equipment. It funded one of the most comprehensive programs in educational technology innovation in any California school system. The tax is \$20.30 per \$100K of assessed valuation. All Measure C6 funds have been exhausted.

**Bond Citizens Oversight Committee**

The Oak Park Unified School District Bond Program Citizens' Bond Oversight Committee (OPCOC) is enacted by a California law requiring oversight of public school bonds. The OPCOC is charged with

reviewing the spending of Bond funds and reporting its findings to the general public. Committee members who represent a variety of interests are appointed by the Board of Education to two-year terms. Meetings are open to the general public. Meeting agendas and minutes are posted on this website. The OPCOC is required to follow the [Brown Act](#). Agendas and Meeting materials are posted on the webpage at: <https://www.oakparkusd.org/Page/245>.

The agenda for the regular or committee meeting is posted 72 hours before the meeting is scheduled to occur. Agendas for special meetings are posted at least 24 hours in advance.

## **WHO'S WHO IN OPUSD, APPENDIX F**

Superintendent	Jeff Davis, Ed.D.
Communications Coordinator (PIO) and Executive Assistant	Ragini Aggarwal
Assistant Superintendent - Business Services	Adam Rauch
Assistant Superintendent - Human Resources	Stewart McGugan
Assistant Superintendent - Educational Services	Tammy Herzog
Director, Educational Technology	Enoch Kwok
Director, Pupil Services	Marcus Konantz
Director Student Support and School Safety	Brad Benioff
Director, Bond Programs Sustainability Maintenance & Operations	Brendan Callahan
Director, Fiscal Services	Byron Jones
Director, Child Nutrition	Katherine Adams
Director, Extended Care Programs	Sara Ahl
Director, Preschool Education	Jennifer Golden
Program Specialists	Kim Villalpando, Jennifer Golden
Lead Instructional Tech Specialist TOSA	Cori Orlando
Instructional Tech Specialist, TOSA	Shanna Sarris
Coordinator of Curriculum Programs TOSA	Ellen Chevalier
Senior Accountant	Julie Townsend
High School Counselors	Ranju Matson
	Janet Svoboda
	Caitlin Katz
	Jenny Charrett
	Andrea Lanter
College and Career Counselor	Amanda Fitts
Wellness Counselors	Fatima Hernandez (OPHS)
	Alexis Jordan (MCMS)
Middle School Counselors	Dianne Large
	Stephanie Perez
	Cyndi Smilor
Jeremy Rogers	OVHS, OPIS Counselor
Elementary Counselors	Valeria Fuentes
	Samantha King Eglit
	Alana Schulman

District Nurse  
Oak Park Teachers Association (OPTA), President  
Oak Park Classified Association (OPCA), President  
Legal Counsel

Auditor

Allie LeVine  
Russ Peters  
Virginia Standing  
Jay Fernow  
Fagen Friedman & Fulfrost  
Christy White, CPA  
Christy White Accountancy

## **OPUSD SCHOOLS**

### **Oak Park Neighborhood School**

Director: Jennifer Golden - [Jgolden@opusd.org](mailto:Jgolden@opusd.org)  
Office Manager: Jane Straughan - [JStraughan@opusd.org](mailto:JStraughan@opusd.org)  
1010 North Kanan Road, Oak Park, CA 91377  
(818) 707-7742  
Enrollment: 60

### **Brookside Elementary School**

Principal: Diane Diamond - [ddiamond@opusd.org](mailto:ddiamond@opusd.org)  
Office Manager: Virginia Standing - [vstanding@opusd.org](mailto:vstanding@opusd.org)  
165 North Satinwood Ave, Oak Park, CA 91377  
(818) 597-4200  
Enrollment: 560

### **Oak Hills Elementary School**

Principal: Erik Warren - [ewarren@opusd.org](mailto:ewarren@opusd.org)  
Office Manager: Maureen Frey - [MFrey@opusd.org](mailto:MFrey@opusd.org)  
1010 North Kanan Road, Oak Park, CA 91377  
(818) 707-4224  
Enrollment: 477

### **Red Oak Elementary School**

Principal: Stacy LaFrenz - [slafrenz@opusd.org](mailto:slafrenz@opusd.org)  
Office Manager: Susan Crumpley - [SCrumpley@opusd.org](mailto:SCrumpley@opusd.org)  
4857 Rockfield Street, Oak Park, CA 91377  
(818) 707-7972  
Enrollment: 584

### **Medea Creek Middle School**

Principal: Gia Jantz  
Office Manager: Debbie Church - [DChurch@opusd.org](mailto:DChurch@opusd.org)  
1002 Doubletree Road, Oak Park, CA 91377  
(818) 707-7922  
Enrollment: 1007

### **Oak Park High School**

Principal: Mat McClenahan - [mmcclenahan@opusd.org](mailto:mmcclenahan@opusd.org)  
Office Manager: Michelle DiCamillo - [MDicamillo@opusd.org](mailto:MDicamillo@opusd.org)  
899 North Kanan Road, Oak Park, CA 91377  
(818) 735-3300  
Enrollment: 1401

### **Oak View High School**

Principal: Kent Cromwell [kcromwell@opusd.org](mailto:kcromwell@opusd.org)  
Office Manager: Elinor Wight [EWight@opusd.org](mailto:EWight@opusd.org)  
5701 Conifer Street, Oak Park, CA 91377  
(818) 735-3217  
Enrollment: 25

### **Oak Park Independent School**

Principal: Kent Cromwell - [kcromwell@opusd.org](mailto:kcromwell@opusd.org)  
Office Manager: Jennifer Burstein - [jburstein@opusd.org](mailto:jburstein@opusd.org)  
5801 Conifer Street, Oak Park, CA 91377  
(818) 735-3200  
Enrollment: 183

### **Oak Park Extended Care - Club Oak Park**

Director: Sara Ahl - [sahl@opusd.org](mailto:sahl@opusd.org)  
Department Secretary: Soraya Farhadi - [sfarhadi@opusd.org](mailto:sfarhadi@opusd.org)  
[cluboakpark@opusd.org](mailto:cluboakpark@opusd.org)  
(818) 735-3280  
Enrollment: 685

Individual Oak Park Extended Care school site phone numbers:

Brookside Elementary School - 818-597-4219  
Oak Hills Elementary School - 818-707-4227  
Red Oak Elementary School - 818-707-7979  
Medea Creek Middle School - 818-707-7924

## **WHO'S WHO IN OAK PARK AND VENTURA COUNTY, APPENDIX G**

### **Supervisor Jeffrey Gorell (effective January 2023)**

Ventura County District 2  
625 W. Hillcrest Drive, Thousand Oaks, CA 91360,  
805-214-2510  
Email - TBD

**Assemblywoman Jacqui Irwin**

44<sup>th</sup> Assembly District  
2301 E. Daily Drive, Suite 200, Camarillo, CA 93010  
805-482-1904  
assemblymember.irwin@assembly.ca.gov

**Senator Henry Stern**

27<sup>th</sup> Senate District  
5016 N. Parkway Calabasas, Suite 222, Calabasas, CA 91302  
818-876-3352

**U.S. Representative Julia Brownley**

26<sup>th</sup> Congressional District  
223 E. Thousand Oaks Boulevard, Suite 411, Thousand Oaks, CA 91360  
805-379-1799

**Rancho Simi Recreation and Park District**

1692 Sycamore Drive, Simi Valley, CA 93065  
818-865-9304  
Dan Paranick, District Manager, Oak Park

**Oak Park Municipal Advisory Council**

Chair, Jane Nye  
Contact Vanise Terry - Vanise.Terry@ventura.org

**Oak Park Education Foundation**

Scott Star, Chair  
info@oakparkeducationfoundation.org

**Community Foundation of Oak Park**

Alon Glickstein, Chair, Jerry Clebanoff, Vice-Chair  
info@OakParkFoundation.org

**CURRENT OPUSD BUDGET**

- [2022-2023 Adopted Budget](#)

**CURRENT OPUSD LCAP**

- [2022-2023 LCAP](#)

**GLOSSARY OF SCHOOL FINANCIAL AND EDUCATIONAL TERMS**

- [Glossary of School Financial and Educational Terms](#) (curated from School Services and Ed Source)

## GOVERNANCE CALENDAR

Items in **red** are legal timelines. **Green** already occurred.

### Reports/Presentations for Board Meetings to be scheduled

- Dashboard Local Indicator Update **(ES) June with LCAP**
- Report from Facilities - Summer Work Update **(M&O) August**
- Safety Update – **(Safety) – August**
- Receive CAASPP Testing Results **(ES) October/November**
- Review Math Placement Data **(ES) – November**
- Food Service Report **(Child Nutrition/Business) November**
- Facilities Inspection Report - to be provided in Friday Notes **(M&O) – December**
- DK Expansion/Universal TK Update – **December**
- Bell Schedule Update - **January**
- Semester Report on number of students earning a D/F **(ES) –June/August, Jan/Feb**
- Presentation on Healthy Kids Survey **(every other year, February)**
- Student Safety and Wellness Update **(Safety) (February)**
- Extended Care Presentation with Financials **(Business & ClubOP) - April**
- Diversity and Equity Annual Update **(Safety) - April**
- Ethnic Studies Course Adoption **Update - April**
- Winter governance retreat when new Board members installed **(if needed, TBD)**
- Health Curriculum Update **(ES) (TBD)**
- Physical Fitness Results **(ES) (temporarily suspended)** and Proactive **(TBD)**
- Elementary ELA Update **(ES) (TBD)**
- Report from Technology **(Tech) (TBD)**

### August

- School Begins **1<sup>st</sup> day of school visits (Board and Cabinet)**
- Ratification of Summer Contracts **(Business)**
- **Summer layoff deadline Aug 15 if needed (HR)**
- Declaration of Need for Qualified Educators **(HR)**
- Annual Teacher Assignment Report **(HR)**
- Approve Quarterly Williams Report **(ES)**
- Attend Back to School Nights **(Board and Cabinet)**
- Student Board Representative starts **(Board)**
- Approve Board Meeting Schedule for School Year **(Board)**
- Deadline to file for School Board candidacy (even years only) **(Board)**
- Review/Approval/Presentation of District/Board/Superintendent Annual **Goals (Board)**

### September

- **Approve Unaudited Actual Revenues and Expenditures (Business)**
- **Approve GANN limit Resolution (Business)**
- **Approve Resolution regarding the sufficiency of textbooks (ES)**
- Approve EPA Spending Plan **(Business)**
- **Approve Biannual Review of Conflict of Interest Code (Board & Superintendent)**

## October

- **Approve District of Choice Annual Report (Student Support & School Safety) (before October 15)**
- Approve Quarterly Williams Report **(ES)**
- **Approve Single Plan for Student Achievement (ES) 2023-2024**

## November

- Approve Instructional Minutes **(Business)**
- **Select Date of Annual Organization Meeting (at a regular meeting at least 15 days before) (Board)**
- Review annually policies Per Ed Code 35160 **(Board & Cabinet)**
  - o BP 6145 - Extracurricular and Cocurricular Activities
  - o BP 5116.1 - Intradistrict Open Enrollment

## December

- **Board Organizational Meeting (to be held within 15 days after the second Friday) (Board)**
- **Approve Board Meeting schedule for fiscal year (Board)**
- **Approve Certification of signatures (Board, Admin)**
- CSBA Annual Education Conference **(Board & Superintendent)**
- **First Interim Financial Report & Budget Update (Business)**
- District of Choice applications are due by December 31 **(Student Support & School Safety)**
- **Approve District of Choice Enrollment Capacity (Student Support & School Safety)**
- **Mid-year review of District & Superintendent Goals (Board) (Dec/Jan)**

## January

- **Approve External Auditors Reports of District's Finances (Business)**
- **P1 Attendance Report (Business)**
- Approve Quarterly Williams Report **(ES)**
- **Approve District of Choice Resolution Space Availability Resolution (Student Support & School Safety)**
- Conduct District of Choice Lottery if needed **(Student Support & School Safety)**
- Staff Welcome Back **(Board, Superintendent)**
- Approve Instructional Minutes **(ES)**

## February

- Selection of Independent Auditors **(Business)**
- Approve SARC's **(ES)**
- **Reduction or Discontinuing Particular Kinds of Services (RIF) Notices due by March 15 (HR)**
- **Approve Safe School Plans due by March 1 (Student Support & School Safety)**
- Nominate CSBA Delegate Assembly candidates **(Board)**
- Hold Board Office Hours at sites and with OPHS students **(Board)**



## March

- **Second Interim Financial Report & Budget Update (Business)**
- Approve Single Plan for Student Achievement (ES) 2022-2023
- **Form 700-filing (Before April 1) (Board, Cabinet, Principals, Directors)**
- Attend Open House (Board) **Categorical Programs Update (ES)**

## April

- Approve Quarterly Williams Report (ES)
- Present LCAP Community Stakeholder Engagement Data (ES)
- **Final layoff deadline May 15** (hold special meeting in May if needed to meet deadline)(HR)
- **Superintendent Self-Evaluation Report (Superintendent)**
- Attend Open House (Board)
- Preliminary Discussions re: District Goals/Board Priorities for Following Year (Board, Cabinet)
- Receive OPCOC Report (Business)

## May

- **P2 Attendance Report (Business)**
- Receive Annual District of Choice Report (Student Support & School Safety)
- Review and Discuss Draft LCAP for next school year (ES)
- Special Board Meeting - Student Awards/Retiree Recognition (Board, HR, Communications)
- Attend Open House (Board)
- Staff Appreciation (Board & Superintendent)
- Recognition of Outgoing Student Board Member (Board)
- School Ends/Attend Graduations (Board & Cabinet)
- Approve School Calendar (Board, HR, Communications)
- Renew Superintendent's contract (if needed) (Board)
- Renew Assistant Superintendent's contract (if needed)(Board)
- Approve Classified Holiday Calendar (Board, HR, Communications)
- Year-End Review of District & Superintendent Goals (Board & Cabinet)
- Update re: Math Pathways/Placement Info Session(s) and Placements (ES) – Friday Notes

## June

- **Budget and LCAP Study Session and Hearings (Business/ES)**
- **Adopt the budget and LCAP (prior to June 30) (Business/ES)**
- **Adopted LCAP and Budget to be sent to COE (Business/ES)**
- **Resolutions for Year-end Transfers (Business)**
- **P-Annual Attendance Report (Business)**
- **Consolidated Application for Categorical Aid Programs (ES)**
- Rescind RIF (HR)
- **Approve Certification of Signatures (Board)**
- Approve CSBA Membership (Board)
- Final Superintendent Evaluation Work Session and Presentation of Evaluation (Board,

- **Superintendent)**  
Annual Board Retreat - Set District Vision, Goals, Board Priorities and Superintendent Goals for Following Year, Governance Handbook Updates, Board Self Evaluation)  
**(Board and Superintendent)**