



Woodland Joint Unified School District Board Governance Handbook

Board of Trustees

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This handbook reflects the Board's work on the creation of a framework for effective governance.

Table of Contents

Page	Topic
3	WJUSD Mission and Vision
3	Core Values and Beliefs
3	District Goals
4	Graduate Profile Skills and Competencies
4	Roles and Responsibilities of Board Members
5	Roles and Responsibilities of the Superintendent
5	What the Board Collectively Needs
6	Welcoming New Members
7	Annual Organizational Meeting
7	Speaking With a Common Voice
7	Assigning Work to Staff
7	Addressing Conflict Among Board Members
8	School Visitations
8	Board Meetings
8	Placing Items on a Board Agenda
8	Developing the Board Meeting Agenda
8	Having Questions Related to the Agenda Prior to a Board Meeting
8	The Role of a Board Member During a Board Meeting
8	The Role of the Board President
9	Board Meeting Parliamentary Procedure
10	Board Member Reports at a Board Meeting
10	Individual Board Member's Request for Info., Materials or Action
11	Board Meeting Guidelines
11	Public Comments During a Board Meeting
12	Voting
12	Voting No, Abstaining, or Recusal
12	Quorum
13	Additional Board Information
13	Board Appointed Committees
13	Electronic Media
13	Complaints From Community/ Staff
14	Conflict of Interest
14	Role as a Judicial Body
15	Electioneering
17	Accord Page

The WJUSD Mission

To prepare and empower all students for a future of endless possibilities.

The WJUSD Vision

“Excellence For All”

We Strive For:

- ❖ Excellence in Student Achievement
- ❖ Excellence in Communication
- ❖ Excellence in Facilities and Operations

Core Values and Beliefs

The Board:

- Embodies a love of learning
- Demonstrates passion and determination
- Is more intelligent together than apart
- Is equity focused
- Shares its passion to help students find their passion
- Undertakes action that matter
- Embraces stewardship and service
- Is resilient
- Has high expectations
- Supports its students

District Goals (Current LCAP Goals)

Goal 1: College and Career Ready

Each student will meet the skills and competencies of the graduate profile in order to be college and career ready through a rigorous, intellectually rich, and culturally relevant environment.

Goal 2: Meet Social-Emotional and Academic Needs

Each student’s individual social-emotional and academic needs will be met through quality first instruction, enrichment, and intervention in a safe, supportive, and inclusive environment.

Goal 3: Accelerate English Learner Achievement

Accelerate the academic achievement and English proficiency of each English learner through an assets-oriented approach, and standards-based instruction.

Goal 4: Engagement and Leadership Opportunities for Youth

Provide meaningful engagement and leadership opportunities for youth to directly and significantly shape each student's education and school community.

Graduate Profile Skills and Competencies

Curricular Competency

Through a rigorous offering of ethnically sensitive, standards-based classes and courses, students experience a sequence of learning that will prepare them for either college or career.

Critical-thinker/Problem-solver

Students reason to understand complex issues with the ability to frame questions and construct solutions.

Communicator

Students seek to understand and be understood through clear, concise writing, and collaborative, respectful, open-minded articulation and discussion.

Creative

Students explore multiple possibilities and use originality of thought to produce or express themselves through different modalities.

Civic and Cultural Awareness

Students develop and demonstrate an awareness of their responsibility to contribute to a diverse society. They recognize and respect the differences of people from other ethnic and cultural backgrounds by celebrating diversity and individuality, including students of varying social, emotional & physical abilities.

Responsible/Productive

Students demonstrate a strong work ethic; complete tasks on time; utilize resources to get - assistance when needed; prioritize attendance; and contribute effectively in society.

Roles and Responsibilities of Board Members

The role of the board is to provide each student with an education of the highest possible quality within the limits of financial support provided by the State of California. To accomplish this, board members are responsible for five roles identified by the California School Boards Association (“CSBA”):

- 1. Setting the direction** for the district by involving parents/guardians, community, students and staff while focusing on student learning and achievement.
- 2. Establishing an effective and efficient structure** by employing the superintendent, developing and adopting policies, establishing academic expectations and adopting curriculum and instructional materials, establishing a framework for hiring staff, establishing budget priorities and adopting the budget, providing safe and adequate facilities to support student learning, and setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements.
- 3. Providing support to the superintendent and staff** by following standards of responsible governance, making decisions and providing resources that support district priorities and goals,

upholding board policies, and being effective spokespersons by being knowledgeable about district programs and goals.

4. Ensuring accountability through evaluation of the superintendent; monitoring and evaluating policies; serving as a judicial and appeals body; monitoring student achievement and program effectiveness; approving, monitoring, and adjusting district budgets; and monitoring the collective bargaining process.

5. Providing community leadership and advocacy on behalf of students, the educational program, and public education.

Roles and Responsibilities of the Superintendent

CSBA identifies the following standards and roles for superintendents working with the Board of Education:

- ✓ Promotes the success of all students and supports the efforts of the board to focus on student learning and achievement.
- ✓ Values, advocates and supports public education and all stakeholders.
- ✓ Recognizes and respects the different perspectives and styles of board members, staff, students, parents, and community, ensuring the diverse range of views informs board decisions.
- ✓ Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior.
- ✓ Serves as a model for the value of lifelong learning and supports the board's continuous professional development.
- ✓ Works with the board to support collective responsibility, by the Board, for building a unity of purpose, common vision, and positive organizational culture.
- ✓ Recognizes that the board/superintendent governance relationship is supported by the district's management team.
- ✓ Understands the distinctions between board and staff roles, and respects the roles of the board as the representative of the community.
- ✓ Understands that the authority rests with the board as a whole, provides guidance to the board to assist in decision-making, and provides leadership based on the direction of the board as a whole.
- ✓ Communicates openly with trust and integrity, including providing all board members with equal access to information, and recognizes the importance of both responsive and anticipatory communications.
- ✓ Accepts leadership responsibility and accountability for implementing the vision, goals, and policies of the district.

What the Board Collectively Needs (Notes from January 9, 2021 board retreat)

Information and Data

The Board needs answers to questions

The Board needs access to data and information

Internal Supports

The Board needs to have an awareness of our role, responsibilities, and limitations

The Board must have mutual trust

The Board needs to provide peer support and hold each other accountable

The Board needs to have respect for the processes in place

The Board needs respectful and informed communication

The Board needs to forward inquiries from the community to staff

Organizational Culture

The Board needs to stay committed to the organization's mission and values.

The Board must consider staff and student input and engagement

Commitments

We commit to

- ✓ Fairness
- ✓ Having Empathy
- ✓ Being Respectful
- ✓ Finding Common Ground
- ✓ Using a Respectful Tone
- ✓ Being Prepared
- ✓ Building Bridges
- ✓ Being Youth-centered

We agree to

- ❖ Check in
- ❖ Remember our larger purpose
- ❖ Boundaries
- ❖ It's not a zero sum
- ❖ Open/Aspire to finding common ground
- ❖ Have empathy
- ❖ Be respectful

Welcoming New Members

A. The **Board President** and/or the **Superintendent** will meet with each newly elected or appointed member to:

- Provide a copy of the Governance Handbook
- Provide the schedule of meetings
- Explain the format for meetings
- Review the Governance Handbook, and
- Outline the process for completing and submitting the Statements of Economic Interests - FORM 700
- Share the list of committees with descriptions

B. The **Superintendent** or designee shall, in addition to the above:

- Provide an overview of the district

- Introduce cabinet members who will be communicating with the board and outline support by the executive assistants
- Provide information about stipends, health benefits, trustee budgets, and travel expenses
- Provide information on the Brown Act, and
- Offer new members professional development opportunities as needed or as available (CSBA conference, new board member workshop, Masters in Governance workshops, etc.).

C. The **Board** will review the Governance Handbook

- An agenda item will be scheduled in January (after the election) to review governance team agreements and processes (the Governance Handbook).

Annual Organizational Meeting

The annual organizational meeting will be held in December according to current law.

At this meeting, the Board shall

- Elect a Clerk, Vice President and President from its members
- Establish the regular school board meeting dates and starting/ending times for the year
- Appoint representatives to specific organizations and committees, and
- Determine locations of board meetings.
- Appoint the Superintendent as the Board Secretary

Speaking With a Common Voice

All public statements in the name of the board are made by the board president, or if appropriate, by the superintendent or designee.

When speaking to community groups, the media, or to the public, individual board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the board.

When a board decision has been reached, all board members are encouraged to abide by that decision until it is amended or rescinded by board action. Any board member who may wish to criticize or oppose any specific board action should do so in an open board meeting.

Assigning Work to Staff

No individual member of the board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor as an individual, command the services of any employee.

Board members are to channel their requests and/or concerns directly to the superintendent. If a trustee has a concern about the Superintendent, then they should channel their concern directly to the Board President.

Addressing Conflict Among Board Members

Because the governance team norms are designed to create an open, respectful, collaborative culture, members will engage in dialogue while welcoming an open discussion with different points of view.

Members will demonstrate an ability to disagree on issues without taking the disagreements personally.

Members will endeavor to maintain neutral body language, facial expressions, and tone during deliberations.

School Visitations

School visitations are encouraged to build an understanding of the district's instructional programs, curriculum, and staff. Each semester, the superintendent's office will coordinate a series of school site visits.

Should the school site visitation schedule not meet the needs/ desires of the board member, board members should work with the executive assistants to schedule a campus visit at another time.

During visits, members should be cautious of interrupting the learning environment or taking up too much time of the site administrator or staff.

Board Meetings

Placing Items on Board Agendas

Board members may request to place any item on the agenda during the **TRUSTEE REQUESTS FOR FUTURE AGENDA ITEMS** section of the Board meeting. Then follow up by filling out the agenda request form.

Developing Board Meeting Agendas

The President, Vice-president, and Clerk will meet with the Superintendent to develop the agenda for each board meeting.

Having Questions Related to the Agenda Answered Prior to a Board Meeting

If an individual board member has questions related to an agenda or requires further information, an email should be sent to the Superintendent. The Superintendent will delegate the request to a staff member and a response will be generated as soon as possible. The response will be provided to all trustees.

The Role of Board Members During Board Meetings

The authority of the Board to approve or disapprove actions rests solely with the full board (or at least a quorum) during properly noticed public board meetings. A majority vote provides direction to the superintendent and staff. By carefully reviewing the board packet prior to the board meeting, board members can be prepared to fully participate in the meeting. All members share a common responsibility to ensure the Brown Act is followed.

The Role of Board President (BB 9121)

The president shall preside at all Board meetings. They shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order

3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on issues of parliamentary procedure
8. Put motions to a vote, and state clearly the results of the vote
9. Be responsible for the orderly conduct of all Board meetings

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

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board
2. Consulting with the Superintendent or designee on the preparation of the Board's agendas
3. Working with the Superintendent to ensure that Board members have necessary materials and information
4. Subject to Board approval, appointing and dissolving all committees
5. Calling such meetings of the Board as they may deem necessary, giving notice as prescribed by law
6. Representing the district as governance spokesperson, in conjunction with the Superintendent

The president shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board. It is a best practice when presenting a report to the public to be concise and not take too long.

Board Meeting Parliamentary Procedure

The Board meetings will be conducted using Robert's Rules of Order. The main usage of the procedures will be to introduce board action as listed below:

HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process

Step 1

- Member makes a clearly worded motion to take action or a position.
- "I move..."
- Motions recorded in minutes

Step 2

- Motion must be seconded.
- "Second!"
- A second allows discussion to occur; it does not signify approval.
- A motion without a second does not move forward.

Step 3

- Chairman restates the motion.
- "It is moved and seconded that..."
- Provides clarity

Step 4

- Discussion/debate occurs.

- Maker of motion starts the discussion.
- Amendments may be offered - return to step 1 to amend motion: "I move to amend the motion by..."

Step 5

- Chair closes discussion and states the question/asks for a vote.
- "The question is on the adoption of the motion that..."
- Motion repeated word-for-word

Step 6

- Chairman provides voting directions:
 - "Those in favor of the motion, say aye";
 - "Those opposed, say no"

Step 7

- Chairman announces the result of the vote:
 - "The ayes have it, and the motion is adopted" or
 - "The noes have it, the motion is lost."
- Recorded in minutes

Some basic principles of Robert's Rules of Order are:

- ✓ All members have equal rights, privileges, and obligations
- ✓ No person can speak until recognized by the chair
- ✓ Only one question at a time may be considered, and only one person may have the floor at any one time
- ✓ Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- ✓ Full and free discussion of every main motion is a basic right
- ✓ A quorum must be present for business to be conducted

Board Member Reports at a Board Meeting

On the agenda, there is time for board members, at their election, to provide a report. The intent of this agenda item is for individual trustees to report on activities that they have undertaken related to activities or events throughout the district.

Individual Board Member's Request for Information, Materials, or Action

It is important for trustees to be well informed, as oversight of the district is one of the main functions of the board. Trustees recognize that they have no power as individuals to direct staff actions, and that compiling information in response to trustee requests can take staff away from their day-to-day operations of schools and the district.

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 a public meeting so the staff can be prepared to provide a thorough response. Staff will make every effort to ensure that board agenda items include thorough background and information.

General requests for information, not associated with a board agenda item, should be made directly to the superintendent. The Superintendent will review the request, along with the Executive Cabinet, and determine how to proceed with the request. A best practice is that

trustees should self-regulate the amount of requests for information regarding issues not on the board agenda.

Board Meeting Guidelines

It is important to recognize that a board meeting is the time for the board to do their work in public view. After staff input and public comment, board members are encouraged to ask questions and explain their thinking related to the topic at hand. The board president recognizes members who desire to speak, alternating so that all members have the opportunity to speak. There is not a time limit or limit to the number of questions or comments that a board member may make, but each board member should be respectful of giving other members the opportunity to speak. Nothing in this section will preclude members from speaking multiple times until all discussion is concluded.

Unless a point is important to further understanding of the immediate discussion, the board president will allow all other members to speak first and then add their comments or questions.

Public Comments During a Board Meeting

Members of the public shall have an opportunity to address the board on any item of interest that is within the subject matter jurisdiction of the board (Education Code section 35145.4, Government Code section 54954.3). If the public comments on items not appearing on the posted board agenda, the board cannot take action or discuss the comments (Government Code section 54954.2), other than to briefly acknowledge the comments and, if desired, to ask staff for follow up information.

The Board should understand that a regular meeting of the Board is a meeting that is designed to be conducted in front of a public audience. Regular meetings are not designed as open-ended community forums or town hall meetings.

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. Comments are limited to 3 minutes per speaker and 20 minutes per topic.

With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

2. Comments pertaining to items not on the agenda will be made during the Public Comment section of the board agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law.

3. Comments related to items on the agenda may be made during the Public Comment section or at the time the item is addressed during the meeting. If public comments are made at the time the

item is considered, the Board President will open the public comment time, allow public comments, and then close the public comment time.

4. 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.

Voting

A majority vote of all members of the board is necessary for the election of officers or any other action by the board unless otherwise specified by law. Voting shall be by voice and the board Executive Assistant records the votes by members which are placed into the minutes of the meeting.

Unless otherwise provided by law, affirmative votes by a majority of the board's membership are required to approve any action under consideration, regardless of the number of members present.

The board shall take no action outside of a public meeting except on those matters and under those conditions authorized for closed sessions.

Voting No, Abstaining, or Recusal

Each trustee respects the right of other trustees to vote "no" on an issue. Everyone agrees it is a courtesy to the governance team to explain the reasons for the "no" vote either during deliberation or before casting the vote, however, an explanation is not required.

Abstention is a term that indicates a trustee is present during the vote but does not cast a vote. A person may abstain when they do not feel adequately informed about the issue at hand or has not participated in relevant discussion. If a member is absent at the previous meeting, they may abstain from voting on the approval of that meeting's minutes.

A member may be required to recuse themselves in the case of a real or perceived conflict of interest.

If recusal on a vote is related to an actual or perceived conflict of interest, the recusal shall be announced at the time the topic is first brought up and shall be based on one of the following: 1) the matter affects a close relative of the board member (Education Code section 35707); 2) the vote is to replace the board member's position on the board (Education Code section 35178); or 3) "remote interests" as listed in Government Code section 1091.

Meeting Minutes

It is the responsibility of the Board to review and approve the meeting minutes of previous meetings on a timely basis. If a member misses the meeting, they can choose to abstain from the vote.

Quorum

A quorum is the minimum number of voting members who must be present at a properly called board meeting in order to conduct business in the name of the board, and is established when a

majority of the board members (at least four of the filled positions) are in attendance (Education Code section 35164, Board Bylaw 9323).

Additional Board Information

Board-appointed Committees

Board members serve as the conduit between District committees and the board as a whole. Board members are not voting members of board-appointed committees.

If a board member wants to attend a board-appointed committee meeting of which they are not the board liaison, the board member should notify the board Executive Assistant. This will eliminate the possibility of four or more board members being in attendance at the meeting.

Periodically, board members appointed to serve on committees will provide an update to the board as a whole during a regularly scheduled meeting.

Electronic Media/ Communication Among Governance Team Members

The Board of Trustees will use electronic media (e.g., email and texting) carefully to ensure that there is no violation of the Brown Act (Government Code sections 54950-54962). The Brown Act prohibits a majority of board members from exchanging information outside of a board meeting to:

- ❖ develop collective concurrence,
- ❖ advance or clarify an issue,
- ❖ facilitate agreement or compromise, or
- ❖ advance an ultimate resolution.
- ❖ The board recognizes that by using “Reply All” in email responses, the email becomes part of the deliberative process, creates a public record, and limits the opportunity for any other board member to have a conversation on a topic.

Board members will be aware of and follow district policy as it pertains to electronic communication. The district is subject to requests for public documents as provided by the California Public Records Act (Government Code section 6250 et seq.). Public documents include emails and other correspondence from board members as well as from employees.

Complaints From Community/Staff

When an issue is brought to a board member, the board member will use active listening to hear what the complaint or issue is. Board members need to remain cognizant of their responsibility for **judicial review**, staff and student **confidentiality**, and **due process** when talking with the complainant.

1. *Receive* the information (listen).
2. *Restate* what the complainant has said to ensure that you have heard the information correctly.
3. *Ask* the person what they would like the board member to do with the information and what the individual would like to see as a possible solution.

4. *Clarify* that as an individual board member, you have no authority to fix a problem or concern. Use the statement: ***“This problem/concern could end up requiring board action, and if I am involved in it at this level, I will be unable to act on it as a member of the board because it could be a violation of due process. I will make sure it goes through the proper channels.”***
5. *Thank* the complainant for sharing their concerns.
6. *Explain* that you will be sharing the information with the superintendent or redirect the complainant to communicate with appropriate personnel and utilize the appropriate complaint procedure.
7. *Ask* the individual to follow up if the problem isn’t resolved.

Conflict of Interest (BP 9270)

Common Law Doctrine generally prohibits a board member from appointing, promoting, or recommending for appointment any “relative” or member of the household of the board member to any position, department, or committee over which the official exercises authority or control.

As a point of clarification for family members or relatives wishing to serve on committees:

1. If the committee provides a recommendation directly to the Board, then no board members may serve on the committee. On the contrary, if the committee reports directly to staff, then a board member may serve on the committee if selected by the staff member managing the committee.
2. There should be no committees, whether reporting directly to the Board or directly to staff, which have both a board member and relative of a board member participating on the committee.
3. A family member or relative of a board member will not be allowed to serve on a committee for which a board member would not be allowed to serve. The purpose of this clarification is to reduce or eliminate the perception that a conflict of interest might impact the committee’s work.

When a common law conflict of interest is found to exist, the appropriate remedy is for the affected official to remove themselves from “taking any part in the discussion and vote” regarding the particular matter. (70 Ops.Cal.Atty.Gen. 45 (1987).)

Exactly what constitutes a personal or noneconomic conflict of interest that requires the public official to recuse themselves is not precisely defined and is ultimately subject to factual analysis on a case-by-case basis. However, if members of the public or other employees might believe that a Board member’s participation and/or decision is influenced by the Board member’s “relative”, the appearance of impropriety is implicated. As public officials, Board members should always avoid any appearance of impropriety in the Board’s action and the Board member’s participation in those decisions.

When a common law conflict of interest or the appearance of impropriety is implicated, the affected Board member shall publicly identify the relationship causing the potential conflict, and abstain and not participate in any discussions about, deliberation and any votes regarding the subject giving rise to the potential conflict.

Role as a Judicial Body

As a result of labor law or collective bargaining agreements, the Board of Trustees may serve as a judicial or appeals body to hear cases and/ or review decisions that have already been heard by

staff. Because of this function, it is imperative that individual trustees do not get involved in personnel matters or complaints prior to performing their judiciary responsibility. If a trustee is involved at an earlier stage of the process, a conflict of interest may be implicated. To avoid a possible conflict of interest, trustees should refer personnel matters or complaints to the appropriate staff.

Electioneering

Generally, the governing board of a school district or individual trustees are empowered to provide voters with relevant facts and to aid them in reaching an informed decision when voting on a political issue such as school facility bonds or vacant trustee seats. A school district nor an individual board member may expend funds or use resources to promote for one side or the other on a political position.

Trustees may not use school district resources, funds, or equipment to create advertisements or promotional material, such as bumper stickers, signs, and buttons. Trustees may not instruct or allow school district employees to campaign on behalf of a political issue during a paid working day. Trustees may not distribute campaign literature using school resources, such as email lists, or other facilities.

Some common electioneering questions/ answers:

Posting Signs and Promotional Materials

Q: May a trustee post political messages to the employee bulletin board?

A: "No." Brochures and tangible material may not be posted to employee bulletin boards if they advocate for or against a ballot measure or candidate.

Q: May trustees wear buttons featuring political messages during the workday, at school events?

A: "Yes" but with limits. As a matter of free speech, so long as any button or apparel does not disrupt education, trustees are allowed to wear buttons featuring political messages during the school day or at school events. The Board does have the authority, if it so chooses, to dissociate itself from political controversy by specifying via Board action what individual trustees may not wear when present at school events. In addition, trustees are cautioned against soliciting or receiving funds for ballot measures during the workday or from enlisting support for any initiative or candidate for office at school events.

Endorsement, Advertising, and Public Presentations

Q: May Trustees endorse initiatives and/or candidates?

A: With limited exception, trustees may not endorse initiatives or candidates when present at school events during the workday, or when speaking in their official capacity. The Board may disseminate public information about a ballot measure so long as it provides the public with "a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure." (Education Code § 7054(b)(2)) The Courts have ruled that the Board may vote, during a Brown Act agendized meeting that includes an opportunity for the expression of the public's views, to support or oppose a ballot measure that affects the District. District resources used to prepare the resolution, place it on the agenda,

etc. are not considered improper expenditures of District resources. [*See Choice-in-Education League et al, Plaintiffs and Respondents, v. LAUSD et al, 17 Cal. App. 4th 415 (1993)*]

Q: Can the board legally direct the superintendent and staff to remain silent on a matter before the voters?

A: “No.” The Board may not instruct school district employees on how they might act as private citizens when not on “work time.” The Board may, however, set guidelines for conduct during the workday.

Q: May a candidate or campaign committee purchase space in a school district publication?

A: “Yes,” so long as the forum is available to all sides on an equitable basis, a school district publication may be used. However, the use of a publication for campaign purposes must not constitute the use of district resources, and must be compensated accordingly. Further, by allowing a candidate to purchase space, the District must allow all sides of a campaign to participate, effectively opening the doors for any number of unforeseen voices. We would recommend against permitting the purchase of space in a school district publication for political reasons.

Q: May members of the public speak to an election topic/candidate during the public comments section of a general board meeting?

A: “Yes.” The public is entitled to speak during the public comments section of a board meeting on an election topic/candidate. The Board should refrain from responding to any comments made during the public comments section of the meeting that would constitute advocacy for one side or the other.

Revision Dates

CSBA Good Beginnings Workshops 8/22/19 and 9/12/19

Draft Reviewed: 10/24 & 12/18, 2019

Approved: January 16, 2020

Board Retreats 1/7/21 and 1/9/21

Updated & Approved: May 13, 2021

Updated & Approved: January 20, 2022

Updated & Approved: June 25, 2024

Accord:

The Board of Trustees of the Woodland Joint Unified School District will strive to adhere to the processes and procedures included within this handbook. Trustees will also endeavor to:

➤ **Be Impeccable With Their Word**

In essence, this agreement focuses on the significance of speaking with integrity and carefully choosing words before saying them aloud.

➤ **Not Take Anything Personally**

This agreement provides trustees with a way to advocate the importance of having a strong sense of self and not needing to rely on the opinions of others in order to be content and satisfied with their self-image.

➤ **Not Make Assumptions**

When one assumes what others are thinking, it can create stress and interpersonal conflict because the person believes their assumption is a representation of the truth.

➤ **Always Do Their Best**

This agreement entails integrating the first three agreements into boardsmanship and also serving the community to one's full potential.

Trustee Villagrana Signature

Date

Trustee Bautista Zavala Signature

Date

Trustee Rodriguez Signature

Date

Trustee Garcia Signature

Date

Trustee Richardson Fowler Signature

Date

Trustee Mott Signature

Date

Vacant

Date