



OUSD BOARD OF TRUSTEES PROTOCOLS

These Board Protocols serve as mutually agreed guidelines for Trustee interactions. They are to be reviewed at the organizational meeting after each election and at other times at the discretion of the Board President or by request of the majority of the Board. They supplement, and do not supplant, Board Policies and Administrative Regulations and are intended to facilitate the collaborative efforts of a highly-functioning Board.

1. Agenda Setting

- a. *New Items:* Each regular meeting includes an agenda item allowing Trustees to request a new agenda item for future meetings. A Trustee may request a new item between meetings by making a request to the Superintendent and/or Board President.
- b. *Rolling Agenda:* The Superintendent shall maintain a “rolling agenda” of pending and potential items to be shared in Board Updates and at regular monthly Board meetings under “Future Agenda Items.”

2. Board Decisions

- a. *Motion for Reconsideration During Meeting in Which Action was Taken:* During the meeting at which an action item is voted upon, a Trustee who is in the prevailing majority on the vote for that particular item may make a motion for reconsideration of said item. The motion for reconsideration requires a majority vote to proceed. If a majority votes to reconsider the action item, the Board shall immediately reconsider the action item.
- b. *Reconsideration of Actions After the Conclusion of a Board Meeting:* Decisions by the Board of Trustees are final. Items that have been voted upon shall not be placed on a future agenda unless a majority of the Board agrees to do so.

3. Campus Visits

- a. *Advance Notification:* Trustees shall notify the Superintendent at least 72 hours prior to any visit to a campus, shall check in with the school office at the outset of any visit, and shall comply with the same rules applicable to any other visitor at the school site. This protocol is not intended to limit a Trustee's attendance at the school their child currently attends if the purpose of the Trustee's attendance is in a volunteer or parental capacity.
- b. *Summaries:* If the visit involves any discussion of Board Policy, District governance, or District operations, then the visiting Trustee shall report the substance of the conversation to the Superintendent and/or Board President.
- c. *Authorization:* A Trustee visiting a campus shall make clear to staff that the Trustee is not visiting on behalf of the District unless explicitly authorized by the Board, Board President, or Superintendent.

4. Attendance at Meetings

- a. *Board Authorized Meetings:* Trustees may participate in task forces, committees and other meetings to the extent they are authorized to do so by the Board and consistent with the Brown Act.
- b. *Stakeholder Meetings:* Each Trustee shall be assigned by the Superintendent and approved by the Board to one of the five District schools. For elementary schools, that school shall, if possible, based on the configuration of the Board, be one other than the school the Trustee's child(ren) attends/attended. Trustees may attend the Parent Club meetings of their assigned school, and any other school site meetings at their assigned school to which they are invited. Trustees shall not attend school site council meetings, or other school site-specific meetings for schools in which they are not the assigned Trustee unless they have been asked to take the assigned Trustee's place at that particular meeting. Trustees shall report to the Board as a whole on issues specific to their assigned school. If a Trustee is contacted by someone from a school to which the Trustee is not assigned, the Trustee shall direct the individual to the Trustee assigned to that particular school site. This section shall not preclude Parent Clubs from inviting multiple Trustees to attend school festivals, parties, and other purely recreational events, or to participate in election or candidate forums. School assignments shall be reviewed and

rotated by the Board at their May meeting and in an election year at their December reorganizational meeting. If a majority of the Trustees can not agree, the assignments shall be determined by random drawing.

- c. *Staff Meetings:* Trustees shall not attend meetings of staff, (including District Office staff, school site staff and outside contractors working for the District) or meetings of committees formed by the Superintendent unless expressly invited to do so by the Superintendent or at the direction of the Board. If invited by the Superintendent, the Trustee must participate only as an observer unless made a standing member of the committee.
- d. *Private Meetings:* Trustees shall not meet with someone with a potential or pending claim against the District unless instructed specifically to do so by legal counsel.
- e. *Community Meeting/Conversation:* Trustees will communicate with the Superintendent regarding community conversations.

5. Information to Board

- a. *Maximize:* The Superintendent shall maximize information to Trustees, principally through the weekly Board Update, including providing meeting summaries, agendas, documents, and other information requested by a Trustee. The Superintendent shall promptly respond to all Board inquiries. The Superintendent may, however, delay information not yet complete or appropriate for dissemination with an explanation or refer the request to the Board President.
- b. *Confidentiality:* Each Trustee has a legal, fiduciary obligation to maintain the confidential information of the District in strictest confidence. Sharing confidential information could result in legal consequences to the responsible Trustee.
- c. *Meeting Materials:* The Superintendent shall ensure that all Board meeting materials/handouts are provided to Trustees by the Friday evening prior to a regular Board meeting or, if not yet available, prior to the meeting by the start of the meeting.
- d. *Equal Access:* In the interest of providing all Trustees with equal access to information, the Superintendent's and/or other District employee's response(s) to all questions and/or requests for information submitted to

the Superintendent or to other District staff by a Trustee will be disseminated to the entire Board, within the limits of the Brown Act.

6. Board/Superintendent Communications

- a. It is vital for the Superintendent to be kept informed of matters relating to the District; therefore, individual Trustees shall copy the Superintendent on emails and other written communications with staff that relate to District matters. In addition, individual Trustees shall notify and/or provide copies to the Superintendent of communications they have with the public regarding District business.
- b. If a Trustee is informed by a staff member or a member of the public of an issue involving the Superintendent, then that Trustee should notify the Board President and/or Vice-President.
- c. Any written communication regarding District business by a Trustee (e.g. emails and texts) is subject to discovery through investigation, litigation or under a Public Records Request.

7. Board/Staff Communications

- a. Trustees shall avoid all contact with District staff that could give the appearance of managing District operations, giving direction to District employees except as authorized by the Board, and/or interfering with District employees and District staff functions. Trustees shall not interfere with staff's ability to conduct District business.
- b. If a Trustee receives a complaint from or about a staff member, the Trustee should immediately share that information with the Superintendent as there may be legal timelines at issue.

8. Handling Community Concerns

- a. When approached by an individual or group with concerns and complaints, it is best practice to:
 - i. Listen openly, being careful not to imply agreement on behalf of the District, since only one perspective is being expressed.
 - ii. Direct people to the policies or processes (e.g., complaint process) or person in the District (e.g. teacher, principal, Superintendent)

who can most directly help them with their concern. It is the goal of the District to solve concerns at the lowest possible level.

- iii. Inform the Superintendent as soon as possible of the concern or complaints so the Superintendent can ensure follow up.
- b. When concerns or complaints are expressed via a social media platform (Nextdoor, Facebook, etc.), it is our practice for the Board President to:
- i. Not engage on Social Media.
 - ii. If a response is deemed necessary by the Superintendent and/or Board President, then the Board President will respond on behalf of the Board of Trustees, directing community members to reach out to the Superintendent directly.
 - iii. Inform the Superintendent so the Superintendent can inform the Board of Trustees and take other appropriate action.

9. Enforcement

- a. Any Trustee or the Superintendent may bring to the Board for action any of the following:
 - i. Violation of these protocols
 - ii. Actions beyond Board roles as defined in the Board Bylaws, Policies, and/or Administrative Regulations
 - iii. Breach of confidentiality by a Trustee
 - iv. Conflicts of interest by a Trustee
 - v. Other perceived improprieties
- b. Violation of these protocols and/or Board Policies may result in action against said Trustee, including but not limited to a resolution of censure or appropriate legal action.

Adopted: September 25, 2015

Amended: October 10, 2016

Amended: August 14, 2017

Amended: December 10, 2018

Amended: February 10, 2020

Amended: October 17, 2022