



Board Governance Handbook

2024-2025 School Year

BOARD OF TRUSTEES

Bryan Johnson, President

Vladimir Ivanovic, Vice President

Vaishali Sirkay, Clerk

Jessica Speiser, Member

Steve Taglio, Member

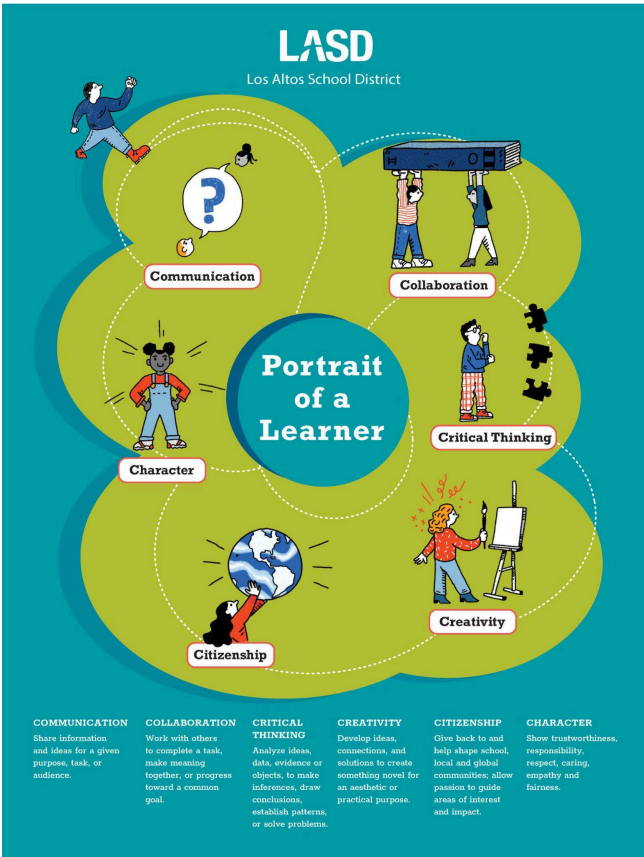
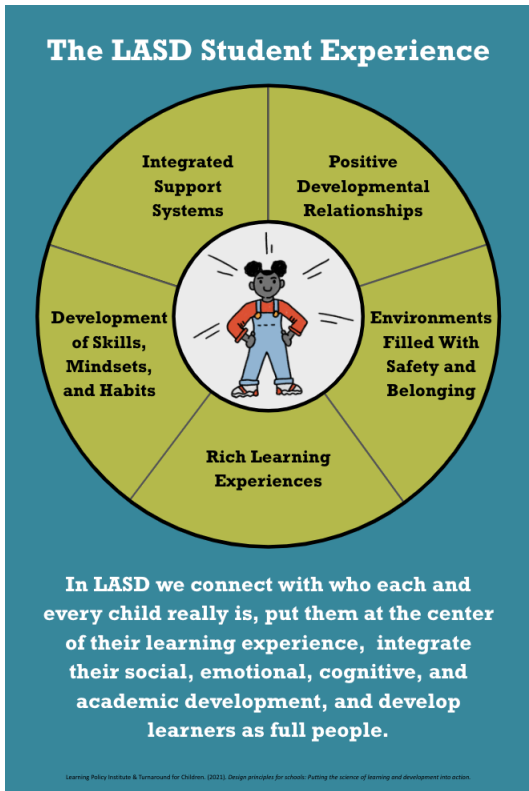
SUPERINTENDENT

Sandra McGonagle

The Board of Trustees believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct. *Board Bylaw 9005*

GUIDING DOCUMENTS

These guiding documents highlight the LASD student experience as well as the outcomes we want every LASD student to develop over the course of their journey in LASD.



LASD Strategic Goals - 2024-2029

<p>Thriving Students</p> <p>LASD students are hopeful about a bright future! School is a place where they belong, and they are engaged in work that matters to them. The LASD student experience gives students the skills, mindsets, and habits to tackle complex, collaborative, interesting tasks. We prepare them, academically, socially, and emotionally, for any future.</p> <p>LASD students achieve academically, meeting or exceeding proficiency standards.</p> <p>LASD students have a sense of hope, belonging, and engagement.</p> <p>LASD students develop future-ready skills.</p>	<p>Empowered Educators</p> <p>In LASD, we empower, value, and support educators as partners in creating a research-based, modern experience for students to thrive.</p> <p>LASD educators work in a culture of learning. They engage in meaningful professional learning and collaboration with many opportunities for leadership and voice in decision-making.</p> <p>LASD leaders are partners with employees and employee associations to create optimal conditions for teaching and learning.</p>
<p>Engaged Families</p> <p>We partner with families to build strong, collaborative relationships that nurture diverse school communities and build home-school connections. LASD's generous community supports unique and innovative programs that promote world-class education for all students.</p> <p>Los Altos families choose LASD schools for the excellent student experience and actively support their schools through volunteerism, engagement, and sharing their talents and resources.</p> <p>LASD families are welcomed and included on campuses, provided opportunities for meaningful feedback, and kept informed about their child's experience.</p>	<p>Strong Infrastructure</p> <p>In LASD, we sustainably manage our financial infrastructure and strategically prioritize district resources to align with our educational goals.</p> <p>Competitive salaries and benefits attract and retain top teachers and staff who share our vision for innovative, inclusive learning and excellent results for all students.</p> <p>Our students learn in modern facilities, built for collaboration and innovation, and equipped with state-of-the-art tools and materials.</p>

CSBA About California School Boards Infographic



ABOUT CALIFORNIA SCHOOL BOARDS

School boards govern California's nearly 1,000 school districts serving 6 million students

1 School board members are individually elected by the community they serve



- Each school district is governed by a school board that is accountable for the performance of schools in their district.
- They represent the community's diverse beliefs and values.
- School board members are residents of the school district they serve and come from all walks of life — doctors, lawyers, homemakers, teachers, architects, truck drivers, professors, business owners, real estate agents and more.

2 School boards govern at board meetings



- Hiring and evaluating the superintendent
- Adopting district policies
- Approving Local Control Accountability Plans
- Adopting and monitoring budgets
- Monitoring district performance and student achievement
- Actively listening to public comments

3 School boards serve the community



- Listening to their ideas
- Engaging them in setting the district mission and goals
- Making student achievement a priority
- Advocating on important K-12 policy issues for all students
- Representing the district at community events
- Ensuring accountability for student and district performance

4 School board members give the gift of time



- Preparing for and attending board meetings
- Responding to constituents
- Participating in board training and development
- Attending community events

To learn more about your school board or attend an upcoming meeting, contact a local school board member or the district superintendent's office.



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LASD Board Member Commitments

A school trustee is called to public service with the intention of making a difference in the lives of children and families in their community. Below is a description of the LASD Board Member commitments:



1. There are **two Regular Board meetings a month** for 7 of the 12 months on Monday nights. **February, April, November, and December have one meeting.** There is no regular meeting scheduled for July. Generally, Board meetings start at 6:00pm and end by 8:30pm. At times, Board meetings can last into the 10:00pm hour. Depending on the Board member, Board meeting material can take anywhere from 2 hours to 8 hours to review and prepare for the meeting.
2. **Individual or Duo Board/Superintendent meetings** occur the week prior to a Board meeting. These meetings are scheduled for 1 hour. Board members are asked to meet with the Superintendent who will review the meeting agenda and answer questions. Meetings may be scheduled around a Board Member's work or other obligations.
3. **Special Board Meetings** are scheduled as needed when discussion or action is needed before the next regularly scheduled meeting. Topics can range from Superintendent evaluation to current issues, etc.
4. **Board Study Sessions** are scheduled to enhance the Board's knowledge in a particular area, such as the budget, to work as a successful governance team.
5. A **Board Retreat** is scheduled at least twice per year, in August and in January. The intent of these meetings is to review the Governance Handbook, along with the Board's Goals. Along with these topics the Board may engage in professional learning of a topic that aligns with the District's goals.
6. **CSBA Annual Education Conference** is held in the first week of December from Wednesday through Saturday. All board members are asked to attend in an effort to improve the understanding of the work of a board member.
7. **Special Events** that happen in our community and within Santa Clara County are also part of the Board member's year. Though not required, attending community events is encouraged.
8. **School Activities** occur regularly at each of our schools. Board members are encouraged to attend when possible.
9. **Pay and Benefits** currently include a \$240 per month stipend for attendance at board meetings and the option to join the District's group health insurance plan.

Board Vision

In order to provide a clear focus for district programs, activities, and operations, the Board of Trustees shall adopt a long-range vision that sets direction for the district which is focused on student learning and describes what the Board wants its schools to achieve. This vision may be incorporated in various documents, including the district's mission or purpose statement, philosophy, long-term goals, short-term objectives and/or comprehensive plans. *BP 0000*



Roles and Responsibilities of the Board

Authority is granted to the Board as a whole, not each member individually. Therefore, board members fulfill these responsibilities by working together as a governance team with the Superintendent to make decisions that will best serve all the students in the community.



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

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement
2. Establishing an effective and efficient organizational structure for the district by:
 - a. Employing the Superintendent and setting policy for hiring of other personnel
 - b. Overseeing the development and adoption of policies
 - c. Establishing academic expectations and adopting the curriculum and instructional materials
 - d. Establishing budget priorities and adopting the budget
 - e. Providing safe, adequate facilities that support the district's instructional program
 - f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements
3. Providing support to the Superintendent and staff as they carry out the Board's direction by:
 - a. Establishing and adhering to standards of responsible governance

- b. Making decisions and providing resources that support district priorities and goals
 - c. Upholding Board policies
 - d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons
4. Ensuring accountability to the public for the performance of the district's schools by:
- a. Evaluating the Superintendent and setting policy for the evaluation of other personnel
 - b. Monitoring and evaluating the effectiveness of policies
 - c. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements
 - d. Monitoring student achievement and program effectiveness and requiring program changes as necessary
 - e. Monitoring and adjusting district finances
 - f. Monitoring the collective bargaining process
5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels *Bylaw 9000*

Diversity, Equity, and Inclusion

The Board of Trustees believes that the diversity that exists among the district's community of students, staff, parents/guardians, and community members is integral to the district's vision, mission, and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.



In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect student achievement, and to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations, the district shall proactively identify class, cultural, and digital biases as well as practices, policies, and institutional barriers that negatively influence student learning, perpetuate achievement gaps, and impede equal access to opportunities for all students. *BP 0415*

Board Governance Standards

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:



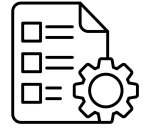
1. Keep learning and achievement for all students as the primary focus
2. Value, support, and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents, and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students
 2. Communicate a common vision
 3. Operate openly, with trust and integrity
 4. Govern in a dignified and professional manner, treating everyone with civility and respect
 5. Govern within Board-adopted policies and procedures
 6. Take collective responsibility for the Board's performance
 7. Periodically evaluate its own effectiveness
 8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations
- Bylaw 9005*

Board Member Protocols

Protocols provide specific guidelines within which the board will function. The following are agreed upon rules, norms, and responsibilities required for the board to work in a cohesive, consistent, and professional manner.



Rules

1. Board members must be mindful about their conversations involving the business of the board to ensure that their conversations outside of a noticed meeting, either directly or indirectly, involve less than a majority of the board (Brown Act).
2. Board members never discuss confidential personnel matters, confidential negotiations matters, or any matters discussed in closed session, with members of the bargaining unit, public, or staff.
3. No individual board member will make or appear to make a decision which appropriately should be made by the entire board. There are five board members. "I am only one equal vote."

Norms

4. Strive to act in the following manner:
 - a. Read board packets prior to meeting, bring questions or concerns prior to the meeting
 - b. Participate in the discussion of issues and listen patiently and respectfully
 - c. Remain civil and strive to understand points of view
 - d. Respect and acknowledge each individual's thoughts and opinions.
 - e. Accept and live with the action of the Board – support the majority decision after action is taken
5. Maintain a presence in the community in order to communicate and listen to the people you represent.
6. Be informed about current educational issues through individual and group study and through participation in programs providing needed information, such as those sponsored by county, state, and national school boards associations.
7. Embrace a continuous improvement mindset.
8. Be student-centered and adult-minded when considering policy and district finances.

Responsibilities

9. Understand the distinction between the Board roles and District staff roles and delegate administrative functions to the Superintendent.
10. Participate in regular and timely evaluations of the superintendent based on the vision, goals, and performance of the district, and ensure that the superintendent holds district personnel accountable.
11. Advocate for the District and the students it serves.

Process for Addressing Board Member Policy Violations

The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies. The Board recognizes that its failure to deal with deliberate or continuing violations of its policies risks the loss of confidence in the Board's ability to govern effectively.



Suspected violations by Board members observed by members of the public or fellow Board members should be reported via email to the Board President or the Board Vice President if the violation is committed by the Board President. Suspected violations by Board members observed by school staff should be reported via email to the Superintendent. All reports will be investigated and the results will be reported back to the complainant.

In the event of a member's mistaken, willful and/or continuing violation of policy, the Board will address the issue by the following process:

- a. Conversation in a private setting between the member considered to be in violation and the President. If the President is considered to be in violation, they will meet with the Vice President. The Superintendent may be present.
- b. Possible removal, by formal vote of a majority of the Board members present in open session during a publicly posted Board meeting, from any leadership or committee positions to which the offending member has been appointed or elected by the Board.
- c. Censure of the offending member of the Board by formal vote of a majority of the Board members present in open session during a publicly posted Board meeting as a means of separating the Board's focus and intent from those of the offending member.

Officers' Roles

President/Vice President

At the annual organizational meeting in December, the Board of Trustees shall elect a president and vice president from among its members to provide leadership on behalf of the governance team and the educational community it serves.



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

The president shall preside at all Board of Trustees meetings. He/she shall:

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

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

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

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board
2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information
3. Subject to Board approval, appointing and dissolving all committees

4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media
5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

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

When the president resigns or is absent, the vice president shall perform the president's duties. When both the president and vice president are absent, the clerk shall perform the president's duties.

Clerk

The Board of Trustees shall elect a clerk from its own membership at the annual organizational meeting.

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board
4. Serve as presiding officer in the absence of the president and vice president
5. Perform any other duties assigned by the Board

Secretary

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

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

Board Working Calendars -

It is recommended the Board use the following calendar for annual required action items and committee reports.



September: Gann Limit Resolution, Sufficiency of Instructional Materials, Unaudited Actuals

December: Annual Organization Certification of Election Results (if needed), 1st Interim Financial Report

January: District Calendar (assuming the MVLA Calendar has been adopted), Superintendent's Evaluation

February: Board Calendar (assuming the District Calendar has been adopted), Certificated Staff Seniority List, Comprehensive School Safety Plans Resolution, Reducing Certificated Staff Tie Breaking Criteria (if needed)

March: Audited Financial Report, 2nd Interim Financial Report, CSBA Delegate Assembly Election, Resolution- Reducing Certificated Personnel (if needed), Resolution – Reducing Classified Personnel (if needed)

May: Citizens Advisory Committee for Finance Annual Report, Expanded Learning Opportunities Program (ELOP) Update, Resolution – Authorizing the Issuance of Tax and Revenue Anticipation Notes (TRAN)

June: Renumeration, Reimbursement and Other Benefits (Renewal), Budget Review Committee Recommendations, Consolidated Application, Curriculum Council Annual Report, District Budget – Public Hearing and Approval, Local Control Accountability Plan (LCAP) and Federal Addendum – Public Hearing and Approval, Local Indicators for California Dashboard, Measure N Citizens Oversight Committee Annual Report, Resolution – Board Election (if needed), Resolution – Declaration of Need for Fully Qualified Educators, Superintendent's Evaluation

Month	Meeting Date	Consent	Student Results	Board-Superintendent Relations	Governing Culture	Other Workshops or Presentations	Board Development	Budget	LCAP
August	Meeting 1	<ul style="list-style-type: none"> Walden West Agreement Quarterly Report on Williams Uniform Complaints 		<ul style="list-style-type: none"> Superintendent Goal Setting 	<ul style="list-style-type: none"> Board Policy Updates (inc. BB 9220) Review BB 9250 	<ul style="list-style-type: none"> School preparations Religious Absences Resolution 	<ul style="list-style-type: none"> Board Retreat and Bylaw Review 	<ul style="list-style-type: none"> Overview of State Budget 	
	Meeting 2					<ul style="list-style-type: none"> Opening of the School Year Teacher professional development 			
September	Meeting 1	<ul style="list-style-type: none"> Con App Application for Funding 				<ul style="list-style-type: none"> Single & Multiple Subject Teaching Credentials Resolutions 		<ul style="list-style-type: none"> Unaudited actual revenue & expenditures Gann Limit 	
	Meeting 2				<ul style="list-style-type: none"> Board Policy Updates 	<ul style="list-style-type: none"> LASD/LATA interests Textbook Assurances Public Hearing & Resolution 			
October	Meeting 1		<ul style="list-style-type: none"> PD Update 					CACF Update	
	Meeting 2		<ul style="list-style-type: none"> Fall TSE and DIBELS data 			<ul style="list-style-type: none"> School Presentation 			
November	Meeting				<ul style="list-style-type: none"> Establish Date of Annual Board Organization Meeting 	<ul style="list-style-type: none"> School Presentation 			
December	Meeting	<ul style="list-style-type: none"> Certification of Board of Trustees Election Results (if needed) 			<ul style="list-style-type: none"> Annual Organization 		<ul style="list-style-type: none"> CSBA Conference New Board member orientation as needed 	<ul style="list-style-type: none"> 1st Interim Financial Report Budget Adjustments Annual Developer Fee Report 	
January	Meeting 1		<ul style="list-style-type: none"> Spring CAASPP and Fall Reading Data Review + longitudinal reading data 		<ul style="list-style-type: none"> Board Committees & Appointments 	<ul style="list-style-type: none"> District Calendar (1st read) BB 9220 revision 			
	Meeting 2	<ul style="list-style-type: none"> Certificated Staff Seniority List Budget Development Calendar 			<ul style="list-style-type: none"> Board Policy Updates 	<ul style="list-style-type: none"> School Presentation Aspiring leaders District Calendar (approval) Summer plans 		<ul style="list-style-type: none"> Audited Financial Report 	

Month	Meeting Date	Consent	Student Results	Board-Superintendent Relations	Governing Culture	Other Workshops or Presentations	Board Development	Budget	LCAP
February	Meeting					<ul style="list-style-type: none"> • School Safety Plans • Reducing Certificated Staff Tie Breaking Criteria (if needed) 		• State Budget	• LCAP Mid-Year Update if required
March	Meeting 1					<ul style="list-style-type: none"> • District Calendar • CSBA Delegate Assembly Election • Reducing Certificated Staff Resolution (if needed) • Reducing Classified Staff Resolution (if needed) 		<ul style="list-style-type: none"> • Preliminary Budget • 2nd Interim Financial Report • Budget Adjustments 	
	Meeting 2				<ul style="list-style-type: none"> • Board Meeting Calendar • Board Policy Updates 	• Lincoln Holiday Date Change			
April	Meeting								
May	Meeting 1		Summer ESY & ELOP update	CSEA and other agreements		• Mental Health Update			
	Meeting 2			Superintendent's Evaluation	• Board Policy Updates	<ul style="list-style-type: none"> • Sped Update • Teacher Housing Update 			
June	Meeting 1					<ul style="list-style-type: none"> • Recognition of Retiring Employees • Summer Facility Projects 		<ul style="list-style-type: none"> • District Budget Public Hearing • TRAN Resolution • Childcare Leases 	<ul style="list-style-type: none"> • LCFF Budget Overview for Parents Public Hearing • LCAP Public Hearing
	Meeting 2			Contract updates as applicable	• Board Election Resolution (if needed)	• BB 9250 annual renewal		<ul style="list-style-type: none"> • District Budget Approval • Budget Adjustments 	<ul style="list-style-type: none"> • Local Indicators for CA Dashboard • LCFF Budget Overview for Parents Approval • LCAP Approval

Board Committees and Appointments

Board Committees - subject to the Brown Act



- Budget Review Committee
- City of Los Altos/LASD Schools Committee
- City of Los Altos Hills/LASD Schools Committee
- County Committee on School District Organization
- Curriculum Council
- District English Learner Advisory Committee
- Wellness Committee

Board Appointments

- Charter School Meetings
- Communications/Community Relations
- Community Health Awareness Council (CHAC)
- Facilities/Modernization

- Legislative Network
- MVLA PTA Council
- Santa Clara County School Boards Association
- Equity Task Force