

**PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION PROTOCOLS**

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The Board of Education of the Palos Verdes Peninsula Unified School District will emphasize policymaking, planning and advocacy for the benefit of all children. To support a partnership in responsibility and teamwork the Board agrees to the following protocol guidelines.

<b>Issue</b>	<b>Protocol</b>
<b>Climate</b>	<ul style="list-style-type: none"> <li>• The Board will operate in a climate of mutual trust, expecting accountability with tolerance.</li> <li>• The Board will work toward positive staff morale with emphasis on positive reinforcement when applicable.</li> </ul>

<b>Issue</b>	<b>Protocol</b>
<b>Handling concerns from the public and staff</b>	<ul style="list-style-type: none"> <li>• Individual Board Members do not have authority. Only the Board as a whole has authority. We agree that a Board Member will not take individual action.</li> <li>• The last stop, not the first, will be the Board.</li> <li>• When someone expresses a concern we will listen carefully. We will then direct that person to the person in the district most appropriate and able to help them resolve their concern.</li> <li>• In the event of a complaint, we will make sure it is understood the appropriate order of whom to contact (teacher, then principal, then district staff). We agree to follow the chain of command and insist that others do so.</li> <li>• We will encourage follow-up to ensure concerns have been addressed.</li> </ul>

<b>Issue</b>	<b>Protocol</b>
<b>Board meeting management</b>	<ul style="list-style-type: none"> <li>• The agenda will be set only with the approval of the Board President and the Superintendent.</li> <li>• Board meetings are meetings of the Board of Education held in public and not open forum town hall meetings.</li> <li>• Board meetings are for decision-making, action, and votes. Board discussions should be concise and pertinent to the issue.</li> <li>• We encourage debate and differing points of view and we will do it with care and respect.</li> </ul>

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<b>Issue</b>	<b>Protocol</b>
<b>Individual Board Member requests for information</b>	<ul style="list-style-type: none"> <li>• Suggestions made by individual Board Members, which require Superintendent or staff actions requiring greater than <u>two hours</u> work time, should be referred to the total Board for consideration and direction at an officially constituted Board meeting.</li> <li>• When an individual Board Member requests information, it will be provided to all Board Members.</li> <li>• An individual Board Member will work to let the Superintendent and staff know ahead of time when a request for information will be made in public so the staff can be prepared to provide a thorough answer. There will be no surprises in either closed or open session.</li> <li>• Individual Board Members will self-monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals.</li> </ul>

<b>Issue</b>	<b>Protocol</b>
<b>Voting and Board actions</b>	<ul style="list-style-type: none"> <li>• Each trustee respects the right of other trustees to vote "no" on an issue.</li> <li>• It is a courtesy to the governance team to explain the reason(s) for the "no" vote either during deliberation or before casting the vote.</li> <li>• The Board believes that when no conflict of interest or other compelling reason requires abstention, its members have a duty to vote on issues before them.</li> <li>• The Board embraces the "rule of three." After the gavel falls, all members of the management team will support the majority decision.</li> <li>• The Board President or designee will be the official spokesperson for the Board of Education.</li> </ul>

<b>Issue</b>	<b>Protocol</b>
<b>Schools visits and events</b>	<ul style="list-style-type: none"> <li>• Board members will have school visits arranged by the Superintendent's designee.</li> <li>• The Superintendent or designee will ensure principals know that a teacher does not need to interrupt his or her lesson when a Board Member visits a classroom.</li> <li>• Board Members will schedule their participation in District events with the Superintendent's designee.</li> </ul>