The Board of Education 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.

(cf. 9000 - Role of the Board)
(cf. 9270 - Conflict of Interest)

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

(cf. 9010 - Public Statements)

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

(cf. 9011 - Disclosure of Confidential/Privileged Information)

6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader

(cf. 9240 - Board Development)

7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff

(cf. 2122 - Superintendent of Schools: Responsibilities and Duties)
8. Understand that authority rests with the Board as a whole and not with individuals (cf. 9200 - Members)

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
   (cf. 0000 - Vision)
   (cf. 0100 - Philosophy)
   (cf. 0200 - Goals for the School District)

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
   (cf. 9311 - Board Policies)
   (cf. 9312 - Board Bylaws)

6. Take collective responsibility for the Board's performance

7. Periodically evaluate its own effectiveness
   (cf. 9400 - Board Self-Evaluation)

8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations
   (cf. 1220 - Citizen Advisory Committees)
   (cf. 9323 - Meeting Conduct)

Legal Reference:
EDUCATION CODE
35010 Power of Board of Education to adopt rules for its own governance
35160 Board authority to act in any manner not conflicting with law
35164 Actions by majority vote
GOVERNMENT CODE
1090  Financial interest in contract
1098  Disclosure of confidential information
1125-1129  Incompatible activities
54950-54963  The Ralph M. Brown Act
87300-87313  Conflict of interest code

Management Resources:
CSBA PUBLICATIONS
CSBA Professional Governance Standards, 2000
Maximizing School Board Leadership: Boardsmanship, 1996
WEB SITES
CSBA:  www.csba.org

Bylaw  PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT
adopted:  June 7, 2001  Palos Verdes Estates, California
reconfirmed:  February 22, 2010
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.

1. Issue: Climate

Protocol:

a. The Board will operate in a climate of mutual trust, expecting accountability with tolerance.

b. The Board will work toward positive staff morale with emphasis on positive reinforcement when applicable.

2. Issue: Handling concerns from the public and staff

Protocol:

a. 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.

b. The last stop, not the first, will be the Board.

c. 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.

d. 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 other do so.

e. We will encourage follow-up to ensure concerns have been addressed.

3. Issue: Board meeting management
Protocol:

a. The agenda will be set only with the approval of the Board President and Superintendent.

b. Board meetings are meetings of the Board held in public and not open forum town hall meetings.

c. Board meetings are for decision-making, action, and votes. Board discussions should be concise and pertinent to the issue.

d. We encourage debate and differing points of view and we will do it with care and respect.

4. Issue: Individual Board member requests for information

Protocol:

a. Suggestions made by individual Board members, which require Superintendent or staff actions requiring greater than two hours work time, should be referred to the total Board for consideration and direction at an officially constituted Board meeting.

b. When an individual Board member requests information it will be provided to all Board members.

c. 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.

d. Individual Board member 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.

5. Issue: Voting and Board actions

Protocol:

a. Each Trustee respects the right of other Trustees to vote "no" on an issue.

b. It is courtesy to the governance team to explain the reason(s) for the "no" vote either during deliberation or before casting the vote.

c. 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.

d. The Board embraces the "rule of three: After the gavel falls, all members of the management team will support the majority decision.

e. The Board President or designee will be the official spokesperson for the Board.
6. **Issue:** Schools visits and events

**Protocol:**

a. Board member will have school visits arranged by the Superintendent's designee.

b. The Superintendent or designee will ensure principals know that a teacher does not need to interrupt his/her lesson when a Board member visits a classroom.

c. Board members will schedule their participation in district events with the Superintendent's designee.

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Exhibit

PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT

version: December 11, 2008  Palos Verdes Estates, California
reconfirmed: February 22, 2010