



***Alvord Unified School District Governance Team
Agreement to Facilitate Governance Leadership***

Governance Team Norms and Protocols:

The Board of Education for the Alvord Unified School District is entrusted by the community to uphold the Constitutions of California and the United States, to protect the public interest in schools, and to ensure that a high quality education is provided to each student.

To effectively meet District challenges, the Board and Superintendent must function together as a Governance Leadership Team. Agreed upon behaviors, norms, operating procedures, or protocols support consistent behaviors and actions among team members. The purpose of the Alvord Unified School District’s Governance Team Agreement is to ensure a positive and productive working relationship among Board members, the Superintendent, District staff, students and the community. The protocols were developed for and by the members of the Governance Team and may be modified over time as needed.

OUR AGREEMENTS TO FACILITATE GOVERNANCE LEADERSHIP:

NORM:

1. ENDING THE BOARD MEETING PRIOR TO 9:00 P.M.

PROTOCOLS:

1. Timing for first meeting of every month
 - ◆ 30 minutes designated for progress reports and presentations to the Board beginning at 4:00 p.m. prior to Closed Session
 - ◆ 30 minutes designated for recognitions and good news
 - ◆ 90 minutes to conduct the business of the District
 - Public comment
 - Consent Agenda
 - Action/discussion items
 - ◆ Agenda items within each of the last two sections will be timed
 - ◆ The Board President will do a time check at 8:30 p.m. to discuss items left for action and to come to agreement on timing in order to end the meeting at 9:00 p.m.
 - ◆ The Board needs to take specific action in order to continue the meeting beyond 9:00 p.m.

Timing for second meeting of every month

- ◆ 30 minutes designated for progress reports and presentations to the Board beginning at 4:00 p.m. prior to Closed Session
- ◆ 90 minutes to conduct the business of the district
 - Public comment
 - Consent Agenda
 - Action/discussion items
- ◆ Agenda items within each of these sections will be timed
- ◆ The Board President will do a time check at 8:30 p.m. to discuss items left for action and to come to agreement on timing in order to end the meeting at 9:00 p.m.

- ◆ The Board needs to take specific action in order to continue the meeting beyond 9:00 p.m.

NORM:

2. HEARING SESSION PROCESS

PROTOCOLS:

2. Hearing Session for Agenda and Non-Agenda items:

- ◆ Board President will open the public hearing session
 - 3 minutes will be allowed for each speaker
 - Speakers cannot yield their time to another individual
 - 20 minutes total will be allowed per topic
 - In the instance of very large groups with pro and con positions the Board President will make the determination whether to allow 20 minutes per position
- ◆ Board members will ask clarifying questions of the speakers through the Board President but will not engage in conversation or dialogue with the speakers
- ◆ The Board President will close the public hearing session
- ◆ The Board President may ask the Superintendent to clarify information if necessary

Public Comments on Agenda Items:

- ◆ The Board President will open the topic
- ◆ Staff will report and the Superintendent's recommendation will be presented
- ◆ The Board President will open the floor for public comments on the agenda item
 - 3 minutes will be allowed for each speaker
 - 20 minutes total will be allowed per topic
- ◆ Board members will ask clarifying questions of the speakers through the Board President but will not engage in conversation or dialogue with the speakers
- ◆ The Board President will close public comments
- ◆ The Board President may ask the Superintendent to clarify or provide additional information as necessary
- ◆ The Board will address the topic through the normal motion, deliberation, action process

NORM:

3. BRINGING UP NEW IDEAS, ISSUES OR CONCERNS

PROTOCOLS:

3. Any Board Member may request that an item be placed on the agenda without first receiving Board approval. The request will be submitted to the Superintendent's Office prior to the regularly scheduled Agenda Meeting. (Board Bylaw 9322(a))

We have reviewed and agree to follow the aforementioned Governance Team Norms and Protocols in order to support a positive and productive working relationship among the Alvord Unified School District Board of Education, staff, students and the community. We shall renew this Agreement at each Annual Organizational Meeting of the Board of Education.

Affirmed on this 17th day of December, 2020:

Board President

Board Vice President

Board Clerk

Board Member

Board Member

Allan J. Mucerino, Ed.D., Superintendent