

CUSD Board Meeting Dates 2020-2021

<u>Date</u>	<u>Type of Meeting</u>	<u>Location</u>
July 30, 2020	Regular Board Meeting	CUSD Board Room
August 13, 2020	Regular Board Meeting	CUSD Board Room
August 27, 2020	Summer Board Advance	CUSD Board Room
September 10, 2020	Regular Board Meeting	Nimitz Elementary School
September 24, 2020	Regular Board Meeting	CUSD Board Room
October 8, 2020	Regular Board Meeting	CUSD Board Room
October 22, 2020	Regular Board Meeting	CUSD Board Room
November 5, 2020	Regular Board Meeting	CUSD Board Room
November 19, 2020	Fall Board Advance	CUSD Board Room
December 10, 2020	Regular Board Meeting	CUSD Board Room
December 17, 2020	Regular Board Meeting	CUSD Board Room
January 7, 2021	Regular Board Meeting	CUSD Board Room
January 21, 2021	Winter Board Advance	CUSD Board Room
February 11, 2021	Regular Board Meeting	CUSD Board Room
February 25, 2021	Regular Board Meeting	CUSD Board Room
March 11, 2021	Regular Board Meeting	CUSD Board Room
March 25, 2021	Regular Board Meeting	CUSD Board Room
April 8, 2021	Spring Board Advance	Nimitz Elementary School
April 22, 2021	Regular Board Meeting	CUSD Board Room
May 6, 2021	Regular Board Meeting	Nimitz Elementary School
May 20, 2021	Regular Board Meeting	CUSD Board Room
June 3, 2021	Regular Board Meeting	CUSD Board Room
June 17, 2021	Regular Board Meeting	CUSD Board Room
June 24, 2021	Regular Board Meeting	CUSD Board Room

Calendar of Events

August

- New Teacher Luncheon
- Welcome Back Breakfast with Employees

September

- Toyokawa BBQ Dinner & Lunch

October

- Hsinchu Delegation
- SCCSBA Fall Dinner
- CFSCPTA Fall Luncheon
- SCCSBA (Santa Clara CSBA) Fall Dinner

November - December

- CSBA Conference
- Chamber of Commerce Annual Member Appreciation Holiday Party (December)
- CFSPTA Winter Luncheon (December)
- School Site Visit by individual Board Members

January

- SCCOE Board Member Orientation
- Budget Workshop @ SCCOE
- Cupertino State of the City
- Governors Workshop (Budget)
- School Sites Visit by individual Board Members

February

- Sixth District PTA Annual Luncheon
- School Site Visit by individual Board Members

March

- SCCSBA Legislative Brunch

April

- Cherry Blossom Festival (Toyokawa)
- SCCSBA Dinner (Santa Clara CSBA)
- AAPA Spring Dinner (Asian American Parent Association)
- SCCSBA Hoffman Awards
- School Site Visit by individual Board Members

May

- May Revise (Budget)

June

- CLIP Graduation
- Retiring Employees Celebration
- Middle School Graduation on last day of school

New Board Member Orientation at CSBA Conference or SCCOE

Masters in Governance (MIG) Classes at SCCOE

Course 1: Foundations of Effective Governance/Setting Direction

Course 2: Policy & Judicial Review/Student Learning & Achievement

Course 3: School Finance

Course 4: Human Resources/Collective Bargaining

Course 5: Community Relations and Advocacy/Governance Integration

Standing Meetings:

Pre-Board 45 Minute Appointments

- Board members have 45 minutes appointments to sit with Superintendent and ask questions about the posted board agenda.

Committees

- Safe Routes to School: Cupertino (monthly), Sunnyvale (quarterly)
- 2 X 2 Committees with cities (Cupertino & Los Altos currently) (quarterly to semi-annually)
- Budget Advisory Committee - quarterly to bi-monthly
- Ballot Action Committee (Bond & Parcel Tax Measures) - as needed
- Enrollment Committee - quarterly to bi-monthly
- Facilities Committee - quarterly to bi-monthly

Dates and Info To Know:

- Candidate Training may be offered by (contact agency/org for possible dates).
 - The Santa Clara County Registrar of Voters
 - Santa Clara County School Boards Assoc.
- Candidate Forums may be offered by (contact organizations for possible dates).:
 - LWV Cupertino-Sunnyvale
 - CFSCPTA (Cupertino/Fremont/Sunnyvale Council of PTAs)
 - CEA (Cupertino Education Association)
 - CSEA Cupertino Chapter 13 (California School Employees Assoc)
- Candidate Nomination Period Opens: July 13, 2020 and Closes: Aug 7, 2020
 - Election Calendar and Candidate Guide available from SCCROV.

Cupertino Union School District
Board Protocols and Procedures

Rev. 8-22-19

ONGOING COMMUNICATION

- Superintendent/Staff to continue Friday Memo
- Will send Critical items immediately as they arise

BOARD MEMBER VISITS TO SCHOOLS

- Each Board member will adopt five schools in the District, so that every school has a Board liaison assigned. Board Members are encouraged to attend PTA and site council meetings, as appropriate. They will also be responsible for review of their schools' SPSA's.
- Board Members can reach out to Principals to arrange visits, otherwise, Principals will be in touch to arrange visits.
- Board members may also visit unassigned schools for events, special gatherings, etc., by contacting School Principal
- Never visit unannounced

BOARD MEMBER QUESTIONS TO SUPERINTENDENT/STAFF

- All Board members will communicate directly with Superintendent
- Board members may contact Executive Cabinet directly but should also cc: Superintendent on all communication to staff

COMPLAINTS/ISSUES BROUGHT TO BOARD MEMBERS FROM COMMUNITY

- Point the complainant to talk to the teacher, principal, or the appropriate person to handle the matter
- Where appropriate, tell the Superintendent about the complaint/issue as a “heads-up”
- Adhere to District Policies pertaining to Governance Standards and Board Authority, etc. as laid out in Board Policies 1312, 1312.1, and Board Bylaws 9005, 9121, 9200 and 9322
- Once an email/complaint is answered, the Board can be cc'd to acknowledge that the complaint has been handled with no further response from Board Members.

WHEN/HOW BOARD MEMBERS RECEIVE AGENDA ITEMS AND HOW QUESTIONS FROM BOARD MEMBERS ABOUT AGENDA MATERIALS ARE HANDLED

- Email questions to Superintendent – don't wait until Pre-board discussions
- Superintendent will use his discretion when deciding whether to respond to all Board Members or whether to respond only to the one who posed the question.
- There should be no replies, back and forth, or forwarding of those responses to others

BOARD/SUPERINTENDENT ROLE IN COLLECTIVE BARGAINING

- Neither the Superintendent nor Board member(s) are at the table

COLLECTIVE RESPONSIBILITY FOR ADHERENCE TO BOARD AGREEMENTS

- Yes! Not just the Board President and Superintendent
- Possible tagline for everyone to use: "I'm not sure we are adhering to the agreed upon protocol."
- Follow guidelines for Board interactions at Board Meetings as laid out in Board Bylaw 9121 and 9322
- Wait to be acknowledged by the President before speaking

BOARD MEMBER COMMUNICATIONS WITH EACH OTHER

- Keep one-on-one conversations confidential
- Support one another to adhere to the Brown Act at all times

BOARD MEMBERS MEETING WITH PRINCIPALS/STAFF – AFTER SCHOOL HOURS

- If a staff member reaches out to a Board Member to chat, it is appropriate to do so, at the Board Member's discretion
- Board President and one Board member will meet quarterly with Union leadership
- Board members meeting one-on-one with a member of the Union Leadership should inform the Superintendent
- Meetings with others may be set up individually and reported to the Superintendent as needed
- The President and Vice President should continue meeting with the CEEF President.
- If a Board member is invited to speak at a Cupertino Union School District affiliated function, the Board member will first discuss participation with the Superintendent

RESPONSES TO MEDIA/PUBLIC IN GENERAL

- The Board President or Superintendent will respond to the media.
- The Board President or designee will respond to emails sent to all Board members as a group and will copy the Superintendent
- Individual Board members may respond to emails using discretion when responding directly, cc other board members, and copy the Superintendent if needed.
- A board member always retains the right to respond to anyone, but not on behalf of the board.

BOARD MEETING AGENDA SETTING & COMMUNICATION ON AGENDA ITEMS

- A "Year at a Glance" annual Board meeting calendar will be developed to inform the Board and the public of upcoming agenda items
- The Board President and the Superintendent will meet regularly to develop Board meeting agendas.
- Continue to include an "Agenda Setting" item on the Board Meeting agenda to allow Board members to propose and decide which items should be brought forward at a future meeting
- The substance of proposed future agenda items will only be discussed by way of a suggested title and very short description of what would be the purpose of that item, with no details given

- As per Board Bylaw 9322, members of the public may request in writing to the Superintendent that an item be placed on the agenda of a future regular meeting (Note: more details on the process for community members to request an agenda item are found in Board Bylaw 9322)
- Pre-Board meetings to continue

VOTING

- If a Board member is going to vote “no” or abstain, prior to taking a vote, they are encouraged to explain why they are going to vote “no” or abstain

BOARD MINUTES

- Action Minutes