

# Cold Spring School District Governing Board

## Board Protocol: Board Office Hours

Adopted by the Governing Board: April 10, 2017

Amended by the Governing Board: September 11, 2017

### **Introduction**

The Governing Board recognizes the value of promoting the accessibility of Board members to the public. We believe that implementing regular, open-door meetings with community members will contribute to a climate of trust as well as respectful, constructive communication. The Brown Act limits to two the number of Board members who can be present for such open-door meetings. Board members are further restricted from communicating any information received during the community meeting to any other member of the Board outside of a properly called meeting of the Governing Board. Further, no Board actions will be taken nor decisions made during these meetings.

### **Purpose of Protocol**

- To allow Governing Board members to engage with the community in a setting outside of a Board meeting.
- To facilitate the respectful, constructive communication of community input regarding the District's educational policy responsibilities and decisions.

### **Protocol**

#### Process and Timeline

- The Governing Board will create a schedule at the first board meeting of the new school year (in September of each year) to set the dates and times for Board Office Hours.
- A designated room on the Cold Spring campus will be arranged by the Superintendent/Principal.
- Due to Brown Act restrictions, no more than two Board members can attend a single Board Office Hours meeting at the same time.
- Board member participation is voluntary and can be modified at the discretion of the Governing Board.
- The schedule for Board Office Hours, as well as this protocol, will be communicated by posting it on the District website and outside the District Office, and announcing it in the Wednesday Word and other District publications as appropriate.

#### Additional Requirements and Guidelines

- To ensure compliance with the Brown Act, Board members will not communicate the content of these meetings to other individual Board members, but will report out to the Board as a whole during a regular Board meeting.

- Please remember that, due to Brown Act requirements, the Board can only take action through a majority vote of its members. No action will be taken and no decisions will be made during the Board Office Hours meetings.
- Statements made by individual Board members represent the view of that Board member only, and not the Board as a whole. Likewise, statements or information provided to individual Board members are also only made to the individual Board member, and not to the Board as a whole.
- The best way to communicate with the Board as a whole is to attend a public Board meeting, or write a letter to the Board as a whole.
- Please remember that no one can guarantee that conversations with elected public officials will be confidential. Please do not request confidentiality as to any statements you make or information you provide during these meetings.
- Please be courteous and respectful during Board Office Hours meetings. While we might not agree on every issue, we all share the common goal of providing the best education possible for all of the children in the District.
- Please keep in mind that if you have a concern or a complaint about a specific incident, it should be first addressed with the District employee or individual with whom the complaint is about. If it cannot be resolved with the District employee or individual involved, the complaint should be next addressed with the Superintendent prior to it being addressed to the Board as a whole during a Board meeting. **Please also note that the District has a formal uniform complaint procedure that should be utilized to address complaints.** These complaints should not be addressed in the Board Office Hours forum. Please be respectful when a Board member refers you to that complaint procedure.

[KD April 2017]