



## **Saratoga Union School District**

**Adopted by the Board of Trustees 12.10.13 – Amended 9.23.14**

### **Board Protocol: *Board Office Hours***

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The Governing Board recognizes the value to promote accessibility to the community. We believe that implementing regular, open-door meetings with community members will result in addressing our goal of building on our community of trust. The Brown Act recognizes that no more than two Board Members can be present at any given meeting and that no Board decisions will be made. In this protocol the SUSD Board details the guidelines for the office hours and how they will be implemented.

#### **Purpose of Protocol**

- To allow Board Members to engage with the community in a forum outside that of a Board Meeting
- To facilitate the communication of community input on the District's educational policy decisions

#### **Protocol**

##### Process/Timeline

- The Board will create a schedule at the first board meeting of the new school year to set the dates and times for office hours.
- A designated room at a school site – with a rotation of each school site – as arranged by school site Administration
- A calendar will be posted on the District website for the community to view, and communicated via eNews for each school site

##### For the Board of Trustees

- Due to Brown Act restrictions, only two Board members can attend a single meeting at the same time
- Board Member participation is voluntary and can be modified at the discretion of the Board
- If requested by community members, anonymity is honored subject to legal limitations

##### Additional Requirements and Guidelines

- To ensure compliance with the Brown Act, Board members will not communicate the content of these meetings to other Board members, but will report out to the Board as a whole during a duly agendized Board meeting
- Please remember that the Board can only take action through a majority vote of its members. Therefore, statements made by individual Board members represent the view of that Board member, and not the Board as 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.
- Because of Brown Act restrictions, no decisions can or will be made during community member meetings. Decisions will only be made during a duly agendized Board meeting



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- Since the Brown Act only allows the Board (or any subset of a quorum or greater) to meet in a duly agendized meeting, the best time to address the Board as a whole is at a public Board meeting, or in writing addressed 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. While we might not agree on every issue, we share the common goal of providing the best education possible to our children.