

GOVERNING BOARD MEMBER ROLES and RESPONSIBILITIES

The Governing Board recognizes that guidelines facilitate effective functioning and maintain focus on district students. The Board also realizes that the district should provide reasonable assistance for members to carry out their responsibilities.

Unless otherwise specified in board policies or administrative regulations, Board members are co- equal. Individual or collective Board member requests, such as for information, shall go through the Superintendent to ensure that all Board members receive the same information. All staff members, including the Superintendent, shall be empowered to refuse individual Board member requests, demands or direction. At the Superintendent's discretion, an individual Board member's request, demand or direction may be referred to the entire Board.

In order to facilitate their work for every student in the district, Board members may ask the district to provide the items listed below.

1. Conference, workshops, and meeting expenses: The Board shall annually allocate a budget for conference expenses (registration, travel, accommodations, meal allowance, books) for each board member. Board members shall not have the district charged or billed directly for expenses. Authorized conference expenses may be prepaid by the district or reimbursed to a board member up to the individual allocation. Books shall be district property and available to all board members. Conferences or workshops sponsored by CSBA or NSBA and meetings of the Los Angeles County School Trustees Association do not require board approval for authorization. All other conferences shall be related to the education of students in CCUSD and require pre-approval by the board.
2. Office space and supplies: Board members may request a FAX machine, a 2 drawer file cabinet, use of district office space when available for meetings, access to district voice mail system, and access to district e-mail. District business cards may be provided with standard format and designation of board member. District stationery with standard format may also be provided upon request.
3. Cell phone: After December 2007 reorganization of the Board, cell phones or reimbursement will no longer be provided.
4. It is recommended that the Board president attend the relevant CSBA workshops for Board presidents which currently are the Board Presidents Workshop and the Brown Act.
5. The Board president or designee has the primary responsibility to review drafts of the agenda and minutes and run duly announced meetings of the Board.
6. It is recommended that all Board Members complete the CSBA Masters of Governance Program.

Policy Adopted: May 23, 2006

Culver City Unified School District
Culver City, CA

Reviewed: July 22, 2008