GOLDEN VALLEY
CHARTER SCHOOLS

Governance
Policies & Procedures

Approved by the Board of Trustees on April 15, 2026

GOLDEN VALLEY
CHARTER SCHOOLS

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Acceptance of Gifts

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ACCEPTANCE OF GIFTS

Purpose: The Board of Trustees (“ Board”) has the primary purpose of accepting gifts policy is to prevent conflicts of interest, corruption, and the appearance of impropriety by establishing clear rules on accepting gifts, especially from those doing or seeking business with Golden Valley Charter (“School”). These policies ensure decisions are made independently and in the best interest of students and the community.

All Board members who receive gifts in their individual capacity must, if required, annually reflect such gifts on their Form 700 in accordance with the Political Reform Act.

The Board must accept the following gifts or donations at a regularly scheduled Board meeting: real property, gifts of personal property, and gifts of securities.

The Board will not accept gifts that would result in the School losing its charter, would result in the School losing its tax-exempt status with the IRS, or are not valuable enough in relation to the difficulty or expense of administration, or could produce unacceptable consequences for the School, or are in contravention of the School’s mission.

GOLDEN VALLEY
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Annual Organizational Meetings

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ANNUAL ORGANIZATIONAL MEETING

This policy is drafted to augment the Golden Valley Charter Schools bylaws and provide any details missing in the bylaws relating to the board's annual meeting.
The bylaws typically offer details relating to the annual meeting, although it is not a required element. Therefore, this policy must be carefully reviewed along with the school's bylaws and articles of incorporation to ensure it is consistent with them.
The Governing Board of Trustees ("Board") hereby adopts this Annual Organizational Meeting ("Policy"), which shall apply to all governing board members, candidates for membership on the board, and all other designated employees of the Golden Valley Charter School ("School").

Time and Place for Meeting

In accordance with the Bylaws, the Board shall meet at its principal executive office at least once annually within thirty (30) days of the beginning of the Academic school year ("Board Retreat") for the purpose of reorganizing the Board, reviewing agency-wide goals for the coming year, evaluation timeline (goal setting) with the Executive Director, and/or other matters within the purview of the Board of Trustees' responsibilities

Order of Business

In accordance with the Bylaws, the order of business at this meeting shall be:

A. Call to order.

B. Recognize departing Board members.

C. Introduce new Board members.

D. Complete Board member(s) Oath of Office.

E. Review and discuss the Executive Director's goals for Golden Valley Charter.

F. Set a schedule of regular meetings (time, place, and day).

G. Discuss updated Financial legal changes, updates from the financial advisor, and/or review financial information of concern.

H. Elect any representatives to serve on any applicable advisory boards and/or committees as appropriate.

I. Review policies that need to be updated/changed due to agency changes, federal, state, and/or local accidences with laws.

J. Conduct Board Training requirements.

K. Readopt in resolution form the School policy regarding the Board's Code of Ethics.

L. Such other business as may be determined to be necessary by the Board and reflected on the posted agenda.

M. Adjournment.

GOLDEN VALLEY
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Anti-Nepotism

Golden Valley Charter Anti-Nepotism

I. Purpose

The purpose of this Anti-Nepotism Policy ("Policy") at Golden Valley Charter, a Waldorf-inspired public charter school, is to foster a working and learning environment rooted in fairness, transparency, and integrity. In the spirit of mutual respect and in service of our mission to educate the whole child, we recognize the importance of ensuring that professional decisions are made in alignment with our values and free from personal bias or undue influence.

This policy is designed to prevent situations where favoritism or perceived conflicts of interest, especially those that may arise from familial or close personal relationships, might compromise our shared commitment to equity, trust, and professional responsibility.

II. Guidelines and Procedures

To uphold a healthy and collaborative school culture:

- Individuals who have close personal or familial relationships ("Related Persons") may not hold positions where one has direct supervisory or evaluative authority over the other.

- Any relationship that could present a potential conflict of interest or challenge workplace harmony must be approached with transparency and care. If a situation arises where a Related Person is hired or becomes connected to someone within the school community, the relationship should not negatively affect work performance or community dynamics.

- Determinations about potential conflicts or impacts on performance will be thoughtfully reviewed by the appropriate supervisors or, in the case of board involvement, by the Board of Trustees.

- The Director of Human Resources (or equivalent school administrator) will review and respond to concerns or reports related to this policy, and may recommend adjustments or actions, including reassignment or non-selection for employment, when necessary.

- If action was taken as related to this policy, it is the duty of the Executive Director and/or Director of Human Resources to discuss such concerns with the Board of Trustees leadership, Chair, and/or Vice-Chair

In the interest of integrity and open communication, all employees, board members, and contractors are required to disclose existing or newly established relationships that may fall under this policy. This information will be handled with discretion and used only to support a fair and lawful decision-making process.

If the situation involves the Director of Human Resources, the Board shall make the final determination regarding any necessary action.

III. Definition of Related Persons

For the purpose of this policy, a “Related Person” includes individuals connected through familial, romantic, or household relationships, including but not limited to:

- Parent and child
- Siblings
- Grandparent and grandchild
- Aunt/uncle and niece/nephew
- First cousins
- Spouses or domestic partners
- Guardian and ward
- Any in-law, step-relative, or adopted family member
- Individuals residing in the same household on a long-term basis
- Individuals in a romantic relationship (e.g., dating, engaged, or otherwise involved outside of a legal partnership)

IV. Policy Implementation and Exceptions

Our Golden Valley school community values accountability and respectful relationships. Violations of this policy may lead to appropriate corrective actions, which may include reassignment, changes in supervisory roles, or in serious cases, termination of employment or contract.

We also recognize that unique circumstances may arise. In rare cases, the Board may review and approve exceptions if doing so clearly supports the school’s mission and operational integrity.

Assignment of Teachers Instruction

GOVERNANCE POLICY: Assignment of Teachers to Multiple or Single Subject Instruction

Golden Valley, a Waldorf-Inspired Charter School

I. Intent and Philosophy

At Golden Valley Charter, we honor the whole-child approach and value the artistry and integrity of the teaching profession. We recognize that, in alignment with both Waldorf principles and the California Education Code, a teacher's breadth of knowledge, training, and life experience can enable them to present subject matter in a developmentally appropriate and deeply engaging way—even when that subject falls outside the narrow scope of their original credential authorization.

To support pedagogical flexibility while remaining fully compliant with state law, this resolution outlines the Board's approach to utilizing legal assignment options available under the Education Code. It ensures that teacher assignments are made thoughtfully, with teacher consent, and in service to the needs of the students, the curriculum, and the school's mission.

II. RESOLUTION REGARDING MULTIPLE SUBJECT INSTRUCTION (Ed. Code §44256)

WHEREAS, Education Code §47605(l) allows charter schools to utilize flexible, locally approved assignment options permitted by law and regulation;

WHEREAS, Education Code §44256 authorizes the assignment of credentialed multiple subject teachers to departmentalized subject areas (as commonly practiced in California elementary settings), when specific coursework conditions are met;

WHEREAS, the Governing Board of Golden Valley Charter wishes to ensure that teaching assignments reflect both legal compliance and the school's pedagogical values;

NOW, THEREFORE, BE IT RESOLVED:

The Governing Board of Golden Valley Charter authorizes that any teacher holding a Multiple Subject Teaching Credential or Standard Elementary Credential may be assigned to teach specific subjects in a departmentalized setting for students in grades K–8, provided that:

- The teacher has completed at least 12 semester units or 6 upper-division or graduate units in each subject to be taught, from a regionally accredited institution;
- The assignment is made with the teacher's informed and written consent;
- Such assignments are made in alignment with the school's mission and student developmental needs.

III. RESOLUTION REGARDING SINGLE SUBJECT INSTRUCTION IN MIDDLE SCHOOL (Ed. Code §44258.2)

WHEREAS, Education Code §44258.2 authorizes the assignment of a holder of a Single Subject Credential to teach in grades 5 through 8, provided certain conditions are met;

WHEREAS, [Employee Name] is employed by Golden Valley Charter, holds a Single Subject or Standard Secondary Credential, and:

- Has provided consent to teach in grades 5–8;
- Has completed at least 12 semester units or 6 upper-division or graduate units in the subject to which they are assigned;

NOW, THEREFORE, BE IT RESOLVED:

The Governing Board of Golden Valley Charter hereby authorizes the assignment of [Employee Name] to teach the subject of [Subject] in grades 5 through 8, in accordance with Education Code §44258.2.

IV. POLICY FOR VERIFYING SUBJECT MATTER COMPETENCE FOR DEPARTMENTALIZED ASSIGNMENTS (Ed. Code §44258.3)

Intent: In recognition of the rich life experiences and additional qualifications held by our faculty, the Education Code allows schools to assign credentialed teachers—outside of their credential authorization—to teach in a departmentalized setting (grades K–12), when the teacher has adequate subject knowledge and gives consent, and when the Board adopts a policy to verify subject matter knowledge.

A. Development and Implementation of the Policy

The Governing Board of Golden Valley Charter affirms that:

- This policy has been developed in consultation with subject matter specialists, including mentor teachers, curriculum coordinators, certified subject-area teachers, Waldorf-trained specialists, and/or college faculty.

- Subject matter specialists will support the implementation of this policy by participating in the verification process.

B. Verification Methods

Subject matter competence may be demonstrated through one or more of the following methods, facilitated by the School Site Leadership, or Executive Director or designee, in collaboration with subject matter specialists:

- Observation of the teacher delivering lessons in the subject area

- Oral interview to assess knowledge and curricular alignment

- Demonstration lessons

- Presentation of curricular or student work portfolios

- Written exam or self-assessment

- Review of coursework and professional development

C. Criteria for Assignment

Verification shall include, but is not limited to:

- Evidence of knowledge aligned with the California Curriculum Framework and Waldorf pedagogy for the relevant subject and grade level

- Demonstrated capacity to deliver developmentally appropriate content

- The teacher's written consent to the assignment

V. RESOLUTION: ASSIGNMENT TO ELECTIVE COURSES BASED ON SPECIAL SKILLS (Ed. Code §44258.7(c))

WHEREAS, Education Code §44258.7(c) allows a full-time teacher with special skills or preparation outside of their credential area to be assigned to teach an elective course, with approval of an Assignment Committee;

NOW, THEREFORE, BE IT RESOLVED:

The Governing Board of Trustees of Golden Valley Charter School establishes an Assignment Committee consisting of:

- ___ teachers, selected by their peers;
- ___ administrators, selected by school leadership (equal in number to the teachers);

The Leadership Committee will:

- Review requests for elective teaching assignments based on special skills;
- Approve assignments valid for one school year, renewable upon review;
- Ensure that assignments align with the school's mission and curriculum goals;

A plan outlining the Assignment Committee's structure, procedures, and criteria will be submitted to the School Site Leadership, or Executive Director or designee, as required.

VI. RESOLUTION: ASSIGNMENT UNDER EDUCATION CODE §44263 (Single or Multiple Subject)

WHEREAS, Education Code §44263 authorizes a credentialed teacher to be assigned to teach:

- A single subject class, if they have completed 18 semester hours (or 9 upper-division or graduate units) in that subject;
- A multiple subject class, if they have completed 60 semester hours, distributed among the ten areas of a diversified major (as defined in Ed. Code §44314), with a variance of up to 3 units allowed in any one area;

WHEREAS, [Employee Name] meets the above coursework requirements and has provided their consent;

NOW, THEREFORE, BE IT RESOLVED:

The Governing Board of Golden Valley Charter hereby authorizes [Employee Name] to be assigned to teach a [single/multiple] subject class in the subject area of [Subject], in accordance with the provisions of Education Code §44263.

VII. Final Notes

This policy and associated resolutions reflect Golden Valley Charter's commitment to lawful governance, pedagogical integrity, and the thoughtful support of our teachers' capacities to serve the evolving needs of our students. All assignments shall be made in good faith, in collaboration with the faculty member, and with deep respect for the teacher's preparation and calling.

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Code of Conduct for Board Members

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Code of Conduct for Board Members

Purpose:

The Board of Trustees provides clear, shared expectations for behavior, ensuring members act with integrity, honesty, and in the organization's best interest, thereby fostering trust, promoting ethical conduct, ensuring Golden Valley upholds Waldorf's mission, vision, values, and philosophy through maintaining public reputation and transparency. These policies guide trustees in fulfilling their fiduciary duties by providing a framework for ethical decision-making, preventing conflicts of interest, and setting standards for professional conduct to achieve the organization's mission. All Board of Trustees members will complete the oath of office annually or when appointed to the Board of Trustees.

Waldorf Student-Centered Focus:

1. Members of the Board of Trustees ("Board") of Golden Valley Charter Schools ("Golden Valley") will be continuously guided by what is best for all students of Golden Valley.

2. Members of the Board Trustees ("Board") actions are consistent with the core principles of Waldorf Education as articulated by the Association of Waldorf Schools of North America (AWSNA) and California State Education Standards

Equity in Attitude:

1. Members will be fair, just, and impartial in all their decisions and actions.
2. Members will accord others the respect they wish for themselves.
3. Members will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship:

1. Members will keep in mind that, alone, they are not the Board, and as such, they will not purport to act on behalf of the Board or make representations on behalf of the Board unless specifically authorized to do so.
2. Members will ensure legal and financial integrity, safeguard the school's financial health through responsible management.
3. Members will be accountable to the public by representing Golden Valley's policies, programs, priorities, and progress accurately.
4. Members will work to ensure prudent and accountable use of Golden Valley's resources.

Honor in Conduct:

1. Members will tell the truth.
2. Members will not release confidential information.
3. Members will share their views while working towards a consensus.
4. Members will respect the majority decision as the decision of the Board of Trustees.
5. Members will base their decisions on fact rather than supposition, opinion, political purpose, or public favor.

Commitment to Service:

1. Members will focus their attention on fulfilling the Board of Trustees' responsibilities of fiscal health, goal setting, policymaking, and accountability.
2. Members will diligently prepare for and attend Board meetings.
3. Members will avoid personal involvement in activities the Board has delegated to the Executive Director or Designee.
4. Members will seek continuing education that will enhance their ability to fulfill their duties effectively.

Each Individual Board Member Will:

1. Keep the Waldorf learning environment and achievement for all students as the primary focus.
2. Recognize and respect differences of perspective and style on the Board and among staff, students, parents, and the Golden Valley community.
3. Act with dignity and carry oneself with mindfulness, recognizing that one's words, actions, and presence at school functions, community events, classroom gatherings, and other public moments reflect upon and represent Golden Valley Charter Schools.
4. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.
5. Understand the distinctions between Board and administration roles, and refrain from performing management functions that are the responsibility of the Executive Director or Designee and staff.
6. Comply with applicable laws and Golden Valley's policies, including, but not limited to, those related to conflicts of interest.

Board Member Interactions

In alignment with the principles of Waldorf education and collaborative spirit of our Charter School, all members of the governance body commit to engaging in open and respectful dialogue. Diverse perspectives are welcomed as a vital part of our shared decision-making. Members will strive to listen with intention, speak with care, and approach disagreement with equanimity- recognizing that differing views are not personal, but growth opportunities. Body language, tone, and presence should reflect a mood of mutual respect, thoughtful reflection, and kindness toward one another/

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Conflicts of Interest Policy

Conflicts of Interest Policy Pursuant to the Political Reform Act of 1974 (Government Code §§ 87100, *et seq.*) and Government Code section 1090

1. **Introduction and Purpose**

In the spirit of transparency, integrity, and community stewardship, the Board of Trustees of Golden Valley Charter Schools (the "School"), a Waldorf-inspired educational institution, formally adopts this Conflict of Interest Policy ("Policy"). This Policy is intended to ensure that all decisions made by the School's leadership are grounded in fairness, guided by ethical standards, and in the best interest of the students, faculty, and the wider community.

This Policy applies to all current and prospective Board members

2. Definitions

- Designated Persons: Board members

- Remote Interests: These are specific types of financial interests in contracts that are recognized under California Government Code §1091. These apply primarily to Board members and are referenced in this Policy as "disqualifying interests."

- Non-Interests: These are financial interests that, under Government Code §1091.5, do not disqualify an individual from participation, though they must still be disclosed. These also fall under the term "disqualifying interests" in this Policy.

(Refer to Exhibit A for the full legal definitions under California Government Code §§ 1091 and 1091.5.)

3. Disclosure Responsibilities
A. Statement of Economic Interests (Form 700)
All Designated Persons must complete and file Form 700 (Statement of Economic Interests) as required by law. This form discloses financial interests that could foreseeably be affected by decisions made in their role at the School.

These statements must disclose:

- Investments
- Interests in real property
- Business positions
- Sources of income

B. Timing of Filings

- Assuming Office Statement: Filed within 30 days of beginning service or candidacy.

- Annual Statement: Filed by April 1 of each year.

- Leaving Office Statement: Filed within 30 days of leaving the role.

All forms will be provided by the School and submitted to the School's designated filing officer, who will retain copies and forward originals to the reviewing authority.

4. Disqualification and Recusal

A. General Rule- No Designated Person, nor their spouse or dependent children, may be financially interested in any contract or decision made in their official capacity. Individuals must recuse themselves when their participation would constitute a conflict of interest under state law.

A "disqualifying financial interest" arises when a decision could reasonably have a material financial effect on the individual or their immediate family, distinguishable from its effect on the general public.

B. Examples of Disqualifying Actions:
Making or participating in a decision includes:

- Voting
- Recommending or advising on a decision
- Directing action or entering contracts
- Attempting to influence others through formal or informal means

5. Procedures for Disqualification

For Board Members:

1. Oral Disclosure must be made at the meeting, after the item is announced but before discussion or vote.

2. The member must not participate in the discussion or decision.

3. If the matter is addressed in closed session, the conflict must be disclosed in open session before entering closed session. The member must not be present during the closed session discussion or have access to non-public materials related to the item.

All disclosures must be included in the official minutes.

6. Approval of Contracts Involving Disqualifying Interests
Before approving any contract involving a Designated Person with a Remote or Non-Interest:

- The Board must determine:

    1. The contract serves the best interests of the School.

    2. The terms are fair and reasonable.

    3. No more advantageous arrangement could be obtained with reasonable effort.

These findings must be documented in the Board's minutes and/or the School's financial records.

Note: Disqualified individuals do not count toward the quorum for that item.

7. Adoption and Amendments
This Policy was:

- Adopted on: April 15, 2026

- Amended on: [Insert Date, if applicable]

EXHIBIT A

Government Code § 1091. Remote interest of officer or member

(a) An officer shall not be deemed to be interested in a contract entered into by a body or board of which the officer is a member within the meaning of this article if the officer has only a remote interest in the contract and if the fact of that interest is disclosed to the body or board of which the officer is a member and noted in its official records, and thereafter the body or board authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the officer or member with the remote interest.

(b) As used in this article, "remote interest" means any of the following:

(1) That of an officer or employee of a nonprofit entity exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code (26 U.S.C. Sec. 501(c)(3)) or a nonprofit corporation, except as provided in paragraph (8) of subdivision (a) of Section 1091.5.

(2) That of an employee or agent of the contracting party, if the contracting party has 10 or more other employees and if the officer was an employee or agent of that contracting party for at least three years prior to the officer initially accepting his or her office and the officer owns less than 3 percent of the shares of stock of the contracting party; and the employee or agent is not an officer or director of the contracting party and did not directly participate in formulating the bid of the contracting party.

For purposes of this paragraph, time of employment with the contracting party by the officer shall be counted in computing the three-year period specified in this paragraph even though the contracting party has been converted from one form of business organization to a different form of business organization within three years of the initial taking of office by the officer. Time of employment in that case shall be counted only if, after the transfer or change in organization, the real or ultimate ownership of the contracting party is the same or substantially similar to that which existed before the transfer or change in organization. For purposes of this paragraph, stockholders, bondholders, partners, or other persons holding an interest in the contracting party are regarded as having the "real or ultimate ownership" of the contracting party.

(3) That of an employee or agent of the contracting party, if all of the following conditions are met:

(A) The agency of which the person is an officer is a local public agency located in a county with a population of less than 4,000,000.

(B) The contract is competitively bid and is not for personal services.

(C) The employee or agent is not in a primary management capacity with the contracting party, is not an officer or director of the contracting party, and holds no ownership interest in the contracting party.

(D) The contracting party has 10 or more other employees.

(E) The employee or agent did not directly participate in formulating the bid of the contracting party.

(F) The contracting party is the lowest responsible bidder.

(4) That of a parent in the earnings of his or her minor child for personal services.

(5) That of a landlord or tenant of the contracting party.

(6) That of an attorney of the contracting party or that of an owner, officer, employee, or agent of a firm that renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of 10 percent or more in the law practice or firm, stock brokerage firm, insurance firm, or real estate firm.

(7) That of a member of a nonprofit corporation formed under the Food and Agricultural Code or a nonprofit corporation formed under the Corporations Code for the sole purpose of engaging in the merchandising of agricultural products or the supplying of water.

(8) That of a supplier of goods or services when those goods or services have been supplied to the contracting party by the officer for at least five years prior to his or her election or appointment to office.

(9) That of a person subject to the provisions of Section 1090 in any contract or agreement entered into pursuant to the provisions of the California Land Conservation Act of 1965.

(10) Except as provided in subdivision (b) of Section 1091.5, that of a director of, or a person having an ownership interest of, 10 percent or more in a bank, bank holding company, or savings and loan association with which a party to the contract has a relationship of borrower or depositor, debtor or creditor.

(11) That of an engineer, geologist, or architect employed by a consulting engineering or architectural firm. This paragraph applies only to an employee of a consulting firm who does not serve in a primary management capacity, and does not apply to an officer or director of a consulting firm.

(12) That of an elected officer otherwise subject to Section 1090, in any housing assistance payment contract entered into pursuant to Section 8 of the United States Housing Act of 1937 (42 U.S.C. Sec. 1437f) as amended, provided that the housing assistance payment contract was in existence before Section 1090 became applicable to the officer and will be renewed or extended only as to the existing tenant, or, in a jurisdiction in which the rental vacancy rate is less than 5 percent, as to new tenants in a unit previously under a Section 8 contract. This section applies to any person who became a public official on or after November 1, 1986.

(13) That of a person receiving salary, per diem, or reimbursement for expenses from a government entity.

(14) That of a person owning less than 3 percent of the shares of a contracting party that is a for-profit corporation, provided that the ownership of the shares derived from the person's employment with that corporation.

(15) That of a party to litigation involving the body or board of which the officer is a member in connection with an agreement in which all of the following apply:

(A) The agreement is entered into as part of a settlement of litigation in which the body or board is represented by legal counsel.

(B) After a review of the merits of the agreement and other relevant facts and circumstances, a court of competent jurisdiction finds that the agreement serves the public interest.

(C) The interested member has recused himself or herself from all participation, direct or indirect, in the making of the agreement on behalf of the body or board.

(16) That of a person who is an officer or employee of an investor-owned utility that is regulated by the Public Utilities Commission with respect to a contract between the investor-owned utility and a state, county, district, judicial district, or city body or board of which the person is a member, if the contract requires the investor-owned utility to provide energy efficiency rebates or other type of program to encourage energy efficiency that benefits the public when all of the following apply:

(A) The contract is funded by utility consumers pursuant to regulations of the Public Utilities Commission.

(B) The contract provides no individual benefit to the person that is not also provided to the public, and the investor-owned utility receives no direct financial profit from the contract.

(C) The person has recused himself or herself from all participation in making the contract on behalf of the state, county, district, judicial district, or city body or board of which he or she is a member.

(D) The contract implements a program authorized by the Public Utilities Commission.

(17) That of an owner or partner of a firm serving as an appointed member of an unelected board or commission of the contracting agency if the owner or partner recuses themselves from providing any advice to the contracting agency regarding the contract between the firm and the contracting agency and from all participation in reviewing a project that results from that contract.

(18) [1/1/26] That of a public officer if the public officer’s child is an officer or director of, or has an ownership interest of 10 percent or more in, a party to a contract entered into by the board or board of which the officer is a member, if this information is actually known to the public officer.

(c) This section is not applicable to any officer interested in a contract who influences or attempts to influence another member of the body or board of which he or she is a member to enter into the contract.

(d) The willful failure of an officer to disclose the fact of his or her interest in a contract pursuant to this section is punishable as provided in Section 1097. That violation does not void the contract unless the contracting party had knowledge of the fact of the remote interest of the officer at the time the contract was executed.

§ 1091.5. Interests not constituting an interest in a contract

(a) An officer or employee shall not be deemed to be interested in a contract if his or her interest is any of the following:

(1) The ownership of less than 3 percent of the shares of a corporation for profit, provided that the total annual income to him or her from dividends, including the value of stock dividends, from the corporation does not exceed 5 percent of his or her total annual income, and any other payments made to him or her by the corporation do not exceed 5 percent of his or her total annual income.

(2) That of an officer in being reimbursed for his or her actual and necessary expenses incurred in the performance of official duties.

(3) That of a recipient of public services generally provided by the public body or board of which he or she is a member, on the same terms and conditions as if he or she were not a member of the body or board.

(4) That of a landlord or tenant of the contracting party if the contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial, or other public district of this state or an adjoining state unless the subject matter of the contract is the property in which the officer or employee has the interest as landlord or tenant in which event his or her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Section 1091.

(5) That of a tenant in a public housing authority created pursuant to Part 2 (commencing with Section 34200) of Division 24 of the Health and Safety Code in which he or she serves as a member of the board of commissioners of the authority or of a community development commission created pursuant to Part 1.7 (commencing with Section 34100) of Division 24 of the Health and Safety Code.

(6) That of a spouse of an officer or employee of a public agency in his or her spouse's employment or office holding if his or her spouse's employment or office holding has existed for at least one year prior to his or her election or appointment.

(7) That of a nonsalaried member of a nonprofit corporation, provided that this interest is disclosed to the body or board at the time of the first consideration of the contract, and provided further that this interest is noted in its official records.

(8) That of a noncompensated officer of a nonprofit, tax-exempt corporation, which, as one of its primary purposes, supports the functions of the body or board or to which the body or board has a legal obligation to give particular consideration, and provided further that this interest is noted in its official records.

For purposes of this paragraph, an officer is “noncompensated” even though he or she receives reimbursement from the nonprofit, tax-exempt corporation for necessary travel and other actual expenses incurred in performing the duties of his or her office.

(9) That of a person receiving salary, per diem, or reimbursement for expenses from a government entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that the interest is disclosed to the body or board at the time of consideration of the contract, and provided further that the interest is noted in its official record.

(10) That of an attorney of the contracting party or that of an owner, officer, employee, or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm, or real estate firm.

(11) Except as provided in subdivision (b), that of an officer or employee of, or a person having less than a 10-percent ownership interest in, a bank, bank holding company, or savings and loan association with which a party to the contract has a relationship of borrower, depositor, debtor, or creditor.

(12) That of (A) a bona fide nonprofit, tax-exempt corporation having among its primary purposes the conservation, preservation, or restoration of park and natural lands or historical resources for public benefit, which corporation enters into an agreement with a public agency to provide services related to park and natural lands or historical resources and which services are found by the public agency, prior to entering into the agreement or as part of the agreement, to be necessary to the public interest to plan for, acquire, protect, conserve, improve, or restore park and natural lands or historical resources for public purposes and (B) any officer, director, or employee acting pursuant to the agreement on behalf of the nonprofit corporation. For purposes of this paragraph, “agreement” includes contracts and grants, and “park,” “natural lands,” and “historical resources” shall have the meanings set forth in subdivisions (d), (g), and (i) of Section 5902 of the Public Resources Code. Services to be provided to the public agency may include those studies and related services, acquisitions of property and property interests, and any

activities related to those studies and acquisitions necessary for the conservation, preservation, improvement, or restoration of park and natural lands or historical resources.

(13) That of an officer, employee, or member of the Board of Directors of the California Housing Finance Agency with respect to a loan product or programs if the officer, employee, or member participated in the planning, discussions, development, or approval of the loan product or program and both of the following two conditions exist:

(A) The loan product or program is or may be originated by any lender approved by the agency.

(B) The loan product or program is generally available to qualifying borrowers on terms and conditions that are substantially the same for all qualifying borrowers at the time the loan is made.

(b) An officer or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his or her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor.

GOLDEN VALLEY
CHARTER SCHOOLS

Dissolution of School Policy

GOLDEN VALLEY
CHARTER SCHOOLS

Golden Valley Charter School Dissolution of School Policy

Golden Valley Charter- Waldorf Inspired Public Charter School

I. Purpose and Philosophy

At Golden Valley Charter, we strive to cultivate a vibrant learning community centered on the principles of Waldorf education and public school accessibility. In the unlikely event that our school must close — whether through non-renewal, revocation of the charter, or a decision by the Governing Board of Trustees— we are committed to ensuring a thoughtful, transparent, and respectful closure process that honors our students, families, faculty, and the broader community.

II. Designated Entity for Closure Activities

The entity responsible for carrying out the closure process will be Golden Valley Charter or another designated organization. This entity will oversee all activities related to school closure, in accordance with the California Education Code and California Code of Regulations, Title 5, Section 11962.

III. Notification of Closure

In the event of school closure, the designated entity will issue a formal written notice to the following parties:

- All parents and guardians of enrolled students
- The charter authorizer (San Juan Unified School District)
- The County Office of Education (Sacramento County)
- The Special Education Local Plan Area (SELPA)
- Retirement systems such as CalSTRS, CalPERS, and Social Security
- The California Department of Education (CDE)

Each notice shall include the following information:

- The effective date of the school's closure

- Names and contact information for individuals available to answer questions regarding the closure

- Clear instructions for how families can obtain pupil records, including a record of completed courses and grades that meet Golden Valley Charter's graduation requirements (and those of traditional public schools, where applicable)

IV. Additional Closure Responsibilities

The following activities shall be completed by the School, in coordination with the designated entity:

A. Student Records

- A list of students by grade level and completed coursework, along with each student's district of residence, will be submitted to the San Juan Unified School District.

- All cumulative pupil records, including state assessments and special education files, will be transferred to and maintained by San Juan Unified School District, unless otherwise directed by law or authorizing agencies.

- Pupil records will be managed in accordance with Education Code §49061(b).

B. Personnel Records

- All employee records (e.g., performance evaluations, grievance documentation, credential information) will be transferred to and maintained by Golden Valley Charter Schools, as defined in Labor Code §1198.5.

C. Independent Final Audit

The designated entity will ensure completion of an independent final audit within six months of the official closure date. This audit may also serve as the school's final annual audit and shall include:

- A complete accounting of all financial assets, including cash, accounts receivable, and material inventory

- A detailed list of liabilities, such as outstanding payables, loans, apportionment reductions, and unpaid employee compensation

- An assessment of the use and final disposition of all restricted funds

D. Distribution of Assets

After all debts and obligations are settled, remaining assets will be handled in accordance with law and in a manner aligned with Golden Valley Charter School's founding intentions and agreements. This includes:

- Returning any grant or categorical funds in compliance with state or federal requirements, including final reporting
- Returning donated items or materials per donor agreements, where applicable

E. Final Reporting

The designated entity will file any final reports required by Education Code §47604.33 and applicable federal or state funding sources.

V. Funding for Closure Activities

Closure-related expenses shall be covered using the following identified source(s) of funding:
[Insert funding source identified in the charter petition (e.g., reserve funds, restricted accounts, etc.)].
[Note: The designated funding source should be clearly stated in the school's charter and financial plans.]

VI. Optional: Nonprofit Dissolution Procedures (If Applicable)

If the governing board of the nonprofit corporation operating Golden Valley Charter elects to dissolve the organization upon closure of the school, the following process shall be followed:

A. Board Resolution for Dissolution

The Board of Trustees may, by majority vote, approve a resolution to formally wind up and dissolve the corporation. The Board shall retain full legal authority to manage the winding-up process both before and after the Certificate of Dissolution is filed with the California Secretary of State.

B. Conducting the Wind-Up

The nonprofit shall cease operations unrelated to closure, except as needed to protect goodwill or manage the sale or transfer of remaining assets.

C. Legal Notices

Upon initiating dissolution:

- Written notice will be provided to all known creditors and claimants

- Required filings will be submitted to the California Secretary of State and the Attorney General's Office
  [Note: If the nonprofit has members, those members must also receive notice and participate in the dissolution process in accordance with the bylaws.]

VII. Guiding Principles for Closure

Throughout the closure process, Golden Valley Charter School and its designated representatives will act with compassion, integrity, and transparency, guided by the following values:

- Ensuring a smooth and supportive transition for every student

- Preserving the dignity and wellbeing of faculty and staff

- Honoring the community bonds and shared experiences that have shaped our school

We recognize that while school closure is a legal and operational process, it is also an emotional and communal one. We will do everything possible to honor the contributions of all who have walked through our doors and uphold the spirit of Waldorf education until our final day.

GOLDEN VALLEY
CHARTER SCHOOLS

Delegation of Power Policy

Duties and Responsibilities- Delegation of Power Policy

(adapted from CSDC, 2024 Board Governance Policy#1 Board Governance Policy)

Purpose: This policy outlines the respective roles and responsibilities of the governing board of trustees and the administrative staff within the Golden Valley Charter School, a Waldorf Public Charter School. In alignment with Waldorf educational values- such as collaborative leadership, clarity of mission, and developmental harmony– it is essential to define the boundaries of responsibility between governance and administration to ensure the school functions effectively and remains mission-aligned.

In most schools, including Waldorf public charter schools, clear delineation of roles helps prevent misunderstanding, such as board overreach into daily operations ('micro-management") or administrative failure to carry out core responsibilities. As is common in the charter school sector, the governing board is composed of dedicated school community volunteers. Accordingly, it is both practical and necessary for this board to delegate the day-to-day operations of the school to a qualified Executive Director, or designee, Lead Administrator.

However, such delegation does not absolve the board of trustees of its legal and ethical duties to uphold the school's mission, vision, values, protect its longer-term health, and fulfill its fiduciary obligations (see "Fiduciary Duties" and "Legal Limitations" below)

This policy reflects a model in which the governing board has delegated operational authority to the Executive Director or designee (e.g. School Director of Education), while retaining its core oversight and governance functions. This policy should be reviewed and adapted to reflect Golden Valley Charter's specific practices, and must align with the school's bylaws, articles of incorporation, state or local laws, charter, and applicable law.

Legal Limitations – California Corporations Code:
Delegation: Under the California Corporations Code, nonprofit public charter schools are permitted to delegate management duties to individuals or committees, as long as the board of trustees retains ultimate responsibility and oversight. It is essential that the scope of authority delegated to school leadership be clearly articulated and that the board's oversight responsibilities be maintained. This policy serves as a guide to help maintain the balance and comply with legal requirements.

Fiduciary Duties of Board Members to the Non-Profit Corporation: As board of trustee members of a nonprofit Waldorf Charter school are held to fiduciary standards in carrying out their governance responsibilities. These duties are divided into three key areas:

1. Duty of Care- Board members must act with diligence, informed judgment, and in good faith to advance the interest of the school. They are expected to act as reasonably prudent individuals would in similar circumstances, taking care to remain informed and to ask appropriate questions when needed. Board of trustee members may rely on competent staff, professional advisory, or board committees- as long as their reliance is reasonable and made in good faith.

2. Duty of Loyalty-This duty requires board members to act in the best interest of the school, avoiding conflicts of interest or self-dealing. Any potential conflicts must be fully disclosed, and the interested board member must recuse themselves from decision-making. A separate conflict of interest policy should be consulted for more specific guidance.

3. Duty of Obedience-Board members are responsible for ensuring that the school remains faithful to its Waldorf mission and complies with its founding documents (bylaws, charter, articles of incorporation) and applicable laws. Actions must be aligned with the school's stated purpose and not exceed the authority granted by law or organizational policy.

Charter schools are governed by boards, not by individual board members. While understanding their separate roles, the Board of Trustees and the school's Lead Administrator- Executive Director, work together as a governance team in operating Golden Valley Charter ("School"). The governance team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively. In consideration of these guiding principles, the following policy identifies the role of the Board of Trustees and the role of the Executive Director, Diegnee, or Lead Administrator.

Role of the Governing Board

Vision and Strategic Plan:

- The Board drafts, modifies, and approves the School Mission and in each subsequent year, reevaluates the School Mission;

- The Board reviews, provides input, and approves the one- and five-year Strategic Plans submitted by the Executive Director or designees, or School Lead Administrator.

- The Board adopts policies to successfully implement the School Mission and Strategic Plans.

- The Board provides an annual review of the School's Lead Administrator to ensure that the School Mission and Strategic Plans are reflected in the day-to-day operations of the school, including ensuring that the curriculum aligns with the School Mission.

Academic Performance Monitoring:

- The Board, or a committee thereof, annually reviews student performance based on state and federally mandated assessments and sets goals for student achievement;

- The Board, or a committee thereof, periodically reviews student performance based on school-level assessments and sets goals for student achievement on school-level assessments.

- The Board reviews and adopts academic policies to achieve the student achievement goals.

- The Board approves all academic performance reports to all federal, state, and local agencies as required by law;

- The Board approves a Local Control Accountability Plan (LCAP) and also annually reviews, updates the LCAP as needed.

- The Board, or a committee thereof, researches or develops student data collection systems and periodically reviews them to ensure their effectiveness.

Staffing and Personnel:

- The Board reviews and approves personnel policies and any amendments thereto;

- The Board hires and terminates, upon nomination and recommendation of the Executive Director, or designee

- The Board hires, evaluates, and terminates the employment of the Executive Director or designee Administrator.

- The Board establishes performance goals for the Executive Director or designee Administrator and communicates the goals to the Executive Director or designee Administrator.

- The Board annually reviews the Executive Director or designee Administrator's employment contract, and reevaluates it yearly;

- The Board establishes and annually reviews the Executive Director or designee Administrator succession and recruitment plans;

- The Board approves the salaries and compensation policies for all School personnel in compliance with any applicable state laws and collective bargaining procedures (if applicable);

- The Board hears and decides employee grievances

Parent, Student, and Community Relations

- The Board, or a committee thereof, hears and decides student expulsion recommendations;

- The Board, or a committee thereof, hears and decides student suspension appeals, if applicable;

- The Board reviews and approves student and parent policies and any proposed amendments thereto;

- As needed, the Board communicates with the media and community at large, consistent with the School's Mission and Vision.

Finance and Budget

- The Board reviews and approves the fiscal management and internal controls policies and any proposed amendments thereto;

- The Board reviews and approves the school's annual academic calendar and class schedule.

- The Board, or a committee thereof, solicits and selects the school's independent financial auditor, oversees the auditor's work, and receives the auditor's report(s);

- The Board, or a committee thereof, reviews and adopts and amends the annual budget as well as interim and annual financial statements;

- The Board, or a committee thereof, reviews and approves the audit report;

- The Board monitors the responses to the audit report and implementation thereof.

Facilities

- The Board enters into financing and building contracts;

- The Board approves construction and remodeling of facilities;

- The Board, or a committee thereof, researches school sites as needed, and funding and facilities options;

- The Board, or a committee thereof, makes recommendations on facilities needs and policies.

Board Internal Business

- The Board drafts, reviews and approves board policies and amendments thereto;

- The Board recruits prospective Board members;

- The Board orients new Board members;

- The Board, as needed, provides training to its members;

- The Board develops and yearly implements a Board self-evaluation. From time to time, the Board re-evaluates its self-evaluation process.

Charter Performance and Renewal

- The Board annually reviews the school performance reports;

- The Board, as needed, reviews charter school renewal proposals and reports.

<u>Delegation of Power to the Lead Administrator</u>

The Board delegates the following powers to the Director, or his/her delegate:

Vision and Strategic Plan:

- The Lead Administrator provides input to the Board when it drafts, modifies and approves the School Mission and in each subsequent year when it reevaluates the School Mission;

- The Lead Administrator drafts and submits to the Board the School's one- and five-year Strategic Plans;

- The Lead Administrator implements the Board-adopted policies to implement the School Mission and Strategic Plans, by, among other things, adopting appropriate procedures and training staff on the policies and procedures.

Academic Performance Monitoring:

- The Lead Administrator creates a report reflecting student performance based on state- and federally-mandated assessments, provides a copy to the Board, reviews the performance with the Board, or a committee thereof, and provides input to the Board when setting goals for student achievement on national assessments. The Lead Administrator implements the goals for student achievement on such assessments.

- The Lead Administrator quarterly creates a report reflecting student performance based on school-level assessments, provides a copy to the Board, reviews the performance with the Board or a committee thereof, and provides input to the Board when setting goals for student assessment on school-level assessments. The Lead Administrator implements the goals for student achievement on school-level assessments.

- The Lead Administrator implements Board-adopted policies to achieve the student achievement goals, by, among other things, adopting appropriate procedures and training staff on policies and procedures;

- The Lead Administrator creates all academic performance reports required by all federal, state and local agencies as required by law and provides them to the Board for approval;

- The Lead Administrator consults with teachers, principals, administrators, other school personnel, parents, and pupils in developing the local control and accountability plan and annual update to the local control and accountability plan, which is approved by the Board annually.

- The Lead Administrator develops the school calendar and class schedule and provides them to the Board for approval.

Staffing and Personnel:

- The Lead Administrator drafts all personnel policies and presents them to the Board for review and approval. The Lead Administrator also recommends any proposed amendments to the personnel policies and presents them to the Board for review and approval.

- The Lead Administrator nominates and recommends hiring and terminating all school personnel other than the Director and presents those nominations and recommendations to the Board, for final approval or rejection. Often the Lead Administrator is given authority to make staffing decisions without board approval. The Lead Administrator is responsible for all recruitment activities associated with the hiring of school personnel;

- The Lead Administrator recommends the salaries for all School personnel in compliance with any applicable state laws and collective bargaining procedures (if applicable) to the Board for final approval;

- The Lead Administrator ensures that all school personnel are evaluated on a yearly basis and creates the process for such evaluation.

- The Lead Administrator implements all personnel policies, including the school's internal complaint procedures. If applicable, the Lead Administrator presents employee grievances to the Board, which hears and decides them (only applicable if employees are given grievance rights under a contract or collective bargaining agreement).

Parent, Student and Community Relations

- The Lead Administrator implements the policies and procedures adopted for student expulsion and recommends student expulsions to the Board, upon completion of the school-level procedures.

- The Lead Administrator follows the policies and procedures adopted for student suspensions and refers any student appeals to the Board to hear and decide such appeals;

- The Lead Administrator drafts, and subsequently implements the Board adopted student and parent policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures. The Lead Administrator drafts amendments to the student and parent policies, and presents them to the Board for approval;

- At the request of the Board, the Lead Administrator communicates with the media and community at large in a fashion that is consistent with the School's Mission and Vision;

Finance and Budget

- The Lead Administrator drafts and subsequently implements the Board adopted fiscal policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures. The Lead Administrator drafts amendments to the fiscal policies, and presents them to the Board for approval;

- The Lead Administrator drafts and submits to the Board, or a committee thereof, the quarterly and yearly budget drafts;

- The Lead Administrator drafts and submits to the Board the final quarterly and yearly budgets and other required financial statements;

- The Lead Administrator implements the responses to the audit report as instructed by the Board.

Facilities

- The Lead Administrator conducts school site needs assessments at the direction of the Board;

- The Lead Administrator conducts capital campaigns as needed;

- The Lead Administrator implements any facilities policies.

Charter Performance and Renewal

- The Lead Administrator annually drafts any required school performance reports for Board review;

- The Lead Administrator, as needed, drafts charter school renewal proposals and reports.

GOLDEN VALLEY
CHARTER SCHOOLS

Governance Norms & Protocols

Golden Valley Charter Board of Trustees Governance Norms and Protocols

Golden Valley Charter Schools – Board of Trustees Governance Commitment

Purpose:

The Board of Trustees ("the Board") of Golden Valley Charter Schools ("Golden Valley") recognizes its central role in stewarding the vision and mission of a public Waldorf education. The Board is entrusted with setting a clear vision, developing policies, ensuring accountability, and supporting the long-term health and integrity of the organization.

The Board will focus on strategic planning, policymaking, and communication, and will refrain from involvement in the day-to-day management of school operations. Operational responsibilities are delegated to the Executive Director or their designee, who manages daily functions and brings forward recommendations, proposals, and informed suggestions on matters requiring Board action.

Together, the Board and the Executive Director or designee will engage in thoughtful goal setting for the organization. The Board will also set its own goals to support continuous improvement and uphold its responsibilities.

Board meetings are official meetings held in public, not open-forum town halls. The Board is committed to conducting its meetings with clarity and purpose, providing opportunities for community input at designated times. In doing so, the Board ensures that a range of community voices inform deliberations while maintaining the structure necessary for effective governance.

The Board is committed to consistently following established processes to ensure fairness, transparency, and equity in all proceedings. Trustees will prepare thoroughly, seek ongoing development through governance training, and engage with peer networks to strengthen their leadership capacity.

As public representatives of Golden Valley Charter Schools, Board members will lead by example. They will act with integrity and mindfulness, avoiding language or behavior that may reflect negatively on individuals, the Board, or the school community. While healthy debate and diverse perspectives are encouraged, discussions will be conducted with respect, care, and a shared commitment to the values of Waldorf education.

Board Protocols

Board protocols describe how the Board members serve and perform during and outside of meetings.

Boards operate in meetings. Individual Board members do not have the authority to act on behalf of the Board. The only authority to direct action rests with the body as a whole, and it takes the action of the Board to set direction. Outside of meetings, individual members operate as advocates and community leaders.

The following protocols outline how individual members of this Board agree to conduct both the public's business and themselves:

1. Agenda Questions Asked Prior to a Meeting:

    a. At the Executive Meeting, the Board Chairperson and/or Vice Chair will communicate to all Board members individually to determine if any additional items should be included on the Agenda with the Executive Director, or Designee.

    b. Board members have an opportunity to communicate with the Executive Director or Designee one-on-one before the Board meeting to discuss comments/questions on the agenda. Within Brown Act guidelines and to the greatest extent possible, Board members should attempt to have the Executive Director or Designee resolve concerns with items in the proposed agenda at this one-on-one meeting in order to save time at the subsequent public meeting.

    c. Board members will, insofar as possible, let the Executive Director or Designee and staff know ahead of time when a request for information will be made in public so that staff can be prepared to provide a thorough answer.

2. Future Agenda Items:

    a. If there are at least two Board members who wish to place an item on the agenda, it will be placed on a future agenda in a timely manner by the Executive Director or Designee.

    b. Requests for Future Agenda Items by Board members will be determined under the "Future Agenda Items" section of the Board Meeting agenda. If the Board Chairperson determines that two members agree to add an agenda item, such item will be referred immediately to the Executive Director or Designee for inclusion on a future agenda.

c. The Board recognizes that, from time to time, issues may arise during the periods between scheduled meetings that require immediate presentation to the Board. In these cases, the Board Chairperson and the Executive Director or Designee will decide whether to include such item(s) on an upcoming agenda without the concurrence of a second Board member.

d. Members of the public may submit written requests at any time for agenda items to any Board member, who will then forward the request to the Board Chairperson and the Executive Director or Designee. The Public may also make a verbal request for an agenda item at the meeting during public comments on non-agendized items. However, in order to be placed on a future agenda, such requests must be supported by at least two Board members per the above guidelines.

3. Consent Agenda:

   a. The purpose of the Consent Agenda is to expedite routine operational business with minimal discussion.

   b. The Board will move and approve the Consent Agenda as a whole unless items are removed by at least one member. Items on the Consent Agenda may be removed when approving the agenda at the beginning of the meeting or when the Consent Agenda item comes up for action. Discussion and vote on particular items occur only when an item is removed. There are generally two specific times that call for an item to be removed:
      i. When a member plans to vote "no"
      ii. When a member needs further information or discussion before deciding how to vote.

   c. Removed items trail to the end of the Consent Agenda (after the vote) or to a future meeting at the discretion of the Board Chairperson.
   d. Prior to the vote-seeking approval for the Consent Agenda, Board members may comment on an item without removing it from the Consent Agenda.

4. Requests for Information:

   a. If it appears that a request for information made by a Board member during a meeting will take considerable staff time, the Board Chairperson will restate the request and ask the Executive Director or Designee for input regarding the time and resources involved. The Board Chairperson will then seek consensus from the entire Board to see if a majority supports the request.

b. Board members will not direct questions to the staff/teachers outside of public meetings. Board members must submit all questions directly to the Executive Director or Designee.

c. When an individual Board member requests information from the Executive Director or Designee, the information will be provided to all Board members.

Board Communication & Conduct Protocols

Staff Contact

In the interest of clarity, respect for roles, and healthy communication boundaries, all Board members will direct school-related or operational inquiries through the Executive Director or their designated representative. This central point of contact helps preserve appropriate governance structures and ensures staff can focus on their work with minimal disruption.

If a Board member feels a need to connect directly with another staff member, they should first speak with the Board Chairperson and then consult the Executive Director or designee before initiating contact.

Spokesperson Responsibilities

The Board Chair/Vice Chairperson serves as the designated spokesperson for the Board, especially in response to emails or other communications addressed to the full Board. The Chair/Vice Chair may respond with brief acknowledgments or clarifications regarding previous Board actions, when appropriate.

All such communications will be shared—via courtesy copy—with the Executive Director or designee and the full Board to ensure transparency and collective awareness.

These communication guidelines aim to maintain a thoughtful balance between:

- Being responsive and respectful to community input,
- Promoting clear and efficient communication, and
- Upholding compliance with all open meeting laws.

Speaking with a Unified Voice

Public statements made on behalf of the Board will come only from the Board Chair/Vice Chairperson or, when appropriate, the Executive Director or designee.

When individual Board members speak in public, to community groups, or with the media, they are expected to clarify when they are expressing personal opinions, not those of the Board as a whole.

Maintaining a clear distinction between personal views and official Board positions is essential to uphold the integrity and unity of the Board's voice.

Participation in Golden Valley Events

Board members are warmly encouraged to attend school events and gatherings as a way to stay connected to the heart of the school—its students, staff, and curriculum.

For the sake of planning, safety, and respect for learning environments, Board members are asked to:

- Coordinate visits through the Executive Director or designee, and
- Notify the Board Administrative Assistant in advance so the visit can be noted on the Board calendar.

This helps ensure visits are well-timed and that school leadership is aware of Board presence.

Receiving Complaints or Concerns

When a member of the community or staff brings a concern to a Board member, the following steps are recommended:

1. Listen with empathy and presence, using active listening skills to fully understand the issue.
2. Restate what you've heard to ensure clarity.
3. Ask whether the person has followed the school's internal complaint or resolution process.
    - If they haven't, kindly refer them to the appropriate path of communication.

- If they have, ask what outcomes they hope for and what role they expect the Board member to play.

4. Clarify that you will share the concern with the Executive Director or designee.

5. Encourage the individual to follow up if the matter remains unresolved.

6. Notify the Executive Director or designee of the concern as soon as possible.

If the concern is specifically about the Executive Director or designee, the Board member should instead notify the Board Chair/Vice Chairperson, who will seek legal guidance before taking any further steps.

This protocol supports the Waldorf values of transparency, mutual respect, and thoughtful governance, while helping the Board remain within its appropriate scope of responsibility.

Procedure for Policy Adoption

GOLDEN VALLEY
CHARTER SCHOOLS

Golden Valley Charter Procedure for Policy Adoption

Aligned with the principles of Waldorf Education and California meeting laws of the Brown Act

I. Purpose and Intent

At Golden Valley Charter Schools, we view policy development as an evolving, collaborative process grounded in reflection, inclusivity, and alignment with our mission to educate the whole child. The creation and stewardship of school policy should reflect the thoughtful input of our broader school community while maintaining consistency with our obligations as a public charter school and nonprofit organization.

This policy outlines the procedure by which the Board of Trustees adopts, revises, and communicates policies to ensure that governance decisions are transparent, participatory, and grounded in both the law and the values of Waldorf education.

II. Commitment to Open Governance

In accordance with California's open meeting laws, including the Brown Act, all actions related to the adoption or revision of school policy will be conducted in a manner that is open, public, and accountable. A committee will be formed by the Board of Trustees annually, for policy development, and will follow applicable open meeting requirements. Board members and staff are encouraged to seek guidance from legal counsel regarding compliance with these laws.

III. Guiding Principles for Policy Development

- Clarity and Transparency: Policies shall be written clearly and shared openly so that students, families, faculty, staff, and community members understand the decisions guiding our school.

- Inclusiveness: Voices from across our school community, including educators, administrative staff, families, students, and community partners, are welcome in raising potential policy topics.

- Collaboration and Inquiry: Policy development is seen as a shared responsibility grounded in listening, discernment, and seeking alignment with our educational mission.
- Stewardship: Policies are living documents that require regular review and care to remain relevant and effective.

IV. Steps in the Policy Process

1. Raising a Policy Issue

Any member of the school community—including faculty, staff, students, parents, or interested community members—may bring forward a potential policy topic by submitting a completed Policy Issue Form (approved by the Board of Trustees) to the Executive Director or their designee.

The Executive Director, or designee, will forward the issue to the Chair of the Policy Committee within one week of receipt.

Members of the Board of Trustees may also raise policy matters directly to the Policy Committee using the same form. If a policy topic arises during a Board meeting, it shall be recorded by the Policy Committee using the approved form.

The Policy Committee may also initiate its own policy inquiries and document them accordingly.

2. Investigation and Exploration

Upon receiving a policy issue, the Policy Committee will determine how best to understand the context and needs surrounding the issue. This may include:

- Conducting its own investigation
- Seeking input from relevant stakeholders (e.g., faculty, staff, parents, students)
- Delegating the investigation to a staff member or working group

This process should be guided by curiosity, respect, and a desire to understand multiple perspectives.

3. Policy Drafting

Following its inquiry, the Policy Committee will determine whether a new policy or revision is needed. If so, the committee may:

- Draft the policy internally, or
- Delegate drafting to a relevant staff member, working group, or outside expert

Drafts should be rooted in the mission and pedagogical philosophy of the school, as well as applicable legal and operational standards.

4. Board Review and Adoption

Proposed policies shall be presented to the full Board of Trustees during a regular or special public meeting. Policy adoption, revision, or repeal shall require a majority vote of the Board.

All Board actions regarding policy shall occur in accordance with the Brown Act and be fully open to the public.

V. Community Participation and Communication

The school community shall be provided with an opportunity to offer input on proposed policies before final adoption or revision. This may include:

- Public comment at Board meetings
- Community listening sessions
- Written input through designated communication channels

All adopted policies shall be:

- Maintained in an organized policy binder by the Board Chair or a designated Board member, with assistance from staff
- Available during regular business hours for public review
- Shared with all new Board members, who will receive an orientation and overview of key policies from a designated staff member

VI. Ongoing Review and Renewal of Policies

To ensure our policies remain responsive and relevant, the Policy Committee will complete a full review of all existing policies by September each year. The committee will:

- Identify any policies that require revision
- Report its findings to the Board at the next regular meeting
- Follow the same process outlined above for any needed revisions

As with new policies, revisions may be supported by individuals or working groups appointed by the Policy Committee, drawing on the expertise and wisdom within our school community.

Template 2: Golden Valley Charter Policy Routing and Approval Form

1. Proposal Details

- Policy Title: ____
- Date Submitted: ______________________
- Requested Action: ☐ New Policy ☐ Policy Revision ☐ Policy Deletion
- Requesting Individual/Department: ______________________
- Contact Person: ______________________

2. Review and Approval

- Reviewer: Policy Committee
- Date Reviewed: ______________________
- Action: ☐ Approved (Recommend for next level) ☐ Not Approved ☐ More Information Needed
- Comments: ____
____
____
____
____
____
____
- Reviewer: [Next Level, e.g., Board of Trustees] ______________________________
- Date Reviewed: ______________________
- Action: ☐ Approved ☐ Not Approved

- Comments: ____
____
____
____
____
____
____

3. Final Approval
- Final Approval Date: ___________________________
- Effective Date: ___________________________
- Authorized Signature: ___________________________

Template 3: Committee resolution template

A resolution is a formal statement of a decision or position taken by a governing body, such as the policy committee.

RESOLUTION
Resolution on [Title of Resolution]: ____
____

WHEREAS, [state the first fact or rationale for the resolution, providing background context];___
____
____
____
____ and

WHEREAS, [state the second fact or rationale]____
____
____
____
____; and

WHEREAS, [state any additional facts or rationales];___________________________________
____
____
____
____

NOW, THEREFORE, BE IT RESOLVED that the [Organization Name] Policy Committee recommends that the [Board of Directors/Executive Board] [state the specific action to be taken, e.g., "adopt the new policy on remote work"].

____
____
____
____

BE IT FURTHER RESOLVED, that this resolution, once approved, will be added to the official minutes of the meeting.

Adopted by the Policy Committee on [Date].

Signed by:
- Committee Member: _________________________
- Board of Trustees Chair: _________________________

GOLDEN VALLEY
CHARTER SCHOOLS

Public Records Act Requests

Golden Valley Charter Public Records Act Requests

I. Purpose

This Policy for Public Records Act Requests ("Policy") sets forth Golden Valley Charter School's In ("Golden Valley" or "School") policies and procedures regarding requests for inspection of the School's public records under the California Public Records Act ("PRA") (Government Code section 7920.000 *et seq.*). The School is committed to providing members of the public with reasonable access to its public records consistent with the law.

II. How to Request Records

Requests for the School's public records must be submitted to:

Human Resources Manager: Nikki Freitas

Address: 1000 River Rock Drive, Suite 220 Folsom CA 95630

Email: nfreitas@goldenvalleycharter.org

To ensure that requests can be responded to appropriately and to avoid ambiguity and confusion, Golden Valley encourages that all requests be made in writing. While a request need not be in writing, if the request is verbal, the requestor will be asked to reduce the request to writing so there is a written record of the records being requested. If the requestor chooses not to reduce the request to writing, the Executive Director or designee will reduce the request to writing and confirm the request with the requestor. The request for public records must clearly identify the records requested, along with the name and mailing address of the requestor. To the extent possible, the requester should specify, in writing, the records sought with sufficient detail to enable the School to identify particular records.

III. Right to Inspect

To the extent required by law, the School will make available all public records open to inspection by any person during normal business hours and by appointment. Copies of public records may be obtained by any person, subject to compliance with the procedures outlined in this Policy and consistent with the law.

IV. Records Exempt from Disclosure

There are numerous circumstances under which School records are exempt from disclosure. Whether an exemption applies will be determined on a case-by-case basis. When requested records may be exempt, the School will determine which records or a portion thereof are exempt from disclosure consistent with the PRA and other relevant state and federal laws.

V. Procedures for Responding to Requests for Inspection or Copies of Records

Within ten (10) calendar days of receiving a PRA request, the Executive Director or designee will acknowledge receipt of the request and inform the requester whether the School has disclosable public records in its possession that are responsive to the request. If the School determines that it has disclosable documents responsive to the request that are not exempt, it will make the documents available within a reasonable time and indicate to the requester an estimated date that the disclosable public records are expected to be made available.

In unusual circumstances, the Executive Director or designee may extend the 10-day time period for up to an additional fourteen (14) calendar days by providing written notice to the requestor. The written notice shall set forth the reasons for the extension and the date on which the School expects to inform the requester of whether the School has disclosable public records in its possession that are responsive to the request. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request:

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.

2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.

3. The need for consultation, which will be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.

4. The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If a request is ambiguous or unfocused, the School may ask for clarifying information from the requester. The School will do all of the following, to the extent it is reasonable under the circumstances, in assisting the requester to make a focused and effective request that reasonably describes an identifiable record or records:

1. Assist the requester in identifying records and information that are responsive to the request or to the purpose of the request, if stated.

2. Describe the information technology and physical location in which the records exist.

3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

These requirements are deemed to have been satisfied if the School is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requester that will help identify the record or records.

Any notification denying a request for public records in whole or in part shall be in writing and state the name and title of each person responsible for the denial. If the School withholds any record due to an exemption, the School shall justify the withholding by demonstrating that the record in question is exempt under the PRA, or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure.

Golden Valley may charge a reasonable fee (not to exceed the direct costs of duplication) for copies of public records or other materials requested by individuals or groups. For the current fee, please direct questions to Golden Valley Central Office. These costs are made up of the direct cost of duplication. It does not include the cost of locating, retrieving, or inspecting records.

Requests to waive associated fees related to the direct cost of duplication must be submitted to the Executive Director or designee's Office.

GOLDEN VALLEY
CHARTER SCHOOLS

Board Meetings-Brown Act Compliant

GOLDEN VALLEY
CHARTER SCHOOLS

School Board Meetings-Brown Act Compliant

(adapted from CSDC, 2024 Board Governance Policy#5-School Board Meetings-Brown Act Compliant)

I. Types of Meetings
   A. Regular Meetings:

The Brown Act requires that the regular meetings of the board of directors be open to the public.

Meeting defined: A meeting (whether regular or special) is defined very broadly as any congregation of a majority of board of trustees members at the same time and place to hear, discuss or deliberate upon any item that is within the subject matter jurisdiction of the board. Deliberation in this context connotes not only collective decision making, but also the collective acquisition and exchange of facts preliminary to the ultimate decision. Thus, virtually any congregation of a majority of board members constitutes a meeting—even if the congregation is an informal or inadvertent one.

Serial meetings prohibited: The Brown Act prohibits so-called serial meetings, where a board majority uses direct communication, personal intermediaries or technological devices (such as email) to develop a collective concurrence as to action to be taken on an item by the board members. Thus, discussions (whether via phone, e-mail, text, or in person) among a majority of board members that are used to achieve a concurrence constitute a "meeting" even if the individual members are not physically present.

Advisory committees and standing committees: Advisory and standing committees created by formal action or resolution of the board are considered to be legislative bodies subject to the Brown Act. However, advisory committees comprised solely of board members that are less than a quorum are not legislative bodies, unless they are standing committees. All standing committees, those that have a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of a legislative body, are legislative bodies subject to the Brown Act. Standing committees typically include executive committees, fiscal committees, audit committees and/or curriculum committees. There may be others. Check your school's resolutions, bylaws or other minutes to determine if you have standing committees subject to the Brown Act. Meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting are considered as regular meetings of the committee.

When are regular meetings held? The organization's bylaws or a board resolution usually set the schedule for regular meetings of the board. This policy is drafted in a manner that assumes that the regular meetings are scheduled every year by board resolution and are usually set monthly or quarterly.

Regular Meetings are held

Located in the Same County: The governing body of the entity managing a charter school shall meet within the physical boundaries of the county in which that charter school or charter schools are located. A two-way teleconference location shall be established at each school site, and/or central office.

Discrimination: Another consideration when determining where to have an open board meeting is the requirement that the location meet the protections and prohibitions contained in the Americans with Disabilities Act, and the implementing rules and regulations. Additionally, the meeting may not be conducted in a facility that prohibits the admittance of any person on the basis of race, religious creed, color, national origin, ancestry or sex, or where members of the public are required to make a payment or purchase in order to attend.

The Corporations Code provides that board meetings may be held any place that has been designated in the notice or in the bylaws or board resolutions. Thus, if the school follows the Brown Act, it will be in compliance with the Corporations Code.

Teleconference options: There are three teleconferencing options available for board members if certain rules are followed, but only two may be utilized when there is no proclaimed state of emergency. Under the original teleconferencing rules, the board is required to post agendas at all teleconference locations, each teleconference location shall be identified in the notice and agenda, and each location shall be accessible to the public (which must be open to those with disabilities and be non-discriminatory in operation). During the teleconference, at least a quorum of the members shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction. The agenda shall provide an opportunity for members of the public to address the board directly at each teleconference location.

Legislative bodies may follow different teleconferencing rules if there exists "Just Cause" or "Emergency Circumstances."

During times with a proclaimed state of emergency, a third set of rules may be followed.

All votes taken during a teleconferenced meeting under any of the rules shall be by rollcall.

The Corporations Code provides guidelines for teleconferencing options, but they are less restrictive than the Brown Act guidelines. Thus, if the school follows the Brown Act, it will be in compliance with the Corporations Code as well.

Regular meetings of the Board of Trustees of Golden Valley Charter Schools ("Board") shall be held consistent with the calendar for such meetings as established by the Board each year.

If at any time any regular meeting falls on a holiday, (Federal, State or local), such regular meeting shall be held on the next business day.

When required by law, meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting in accordance with law, shall be considered regular committee meetings.

Special Meetings

Special meetings are those meetings other than regular meetings and may be called at any time by the presiding officer of the board or by a majority of the board members. Certain notice provisions attach to special meetings, which are addressed below at II. See discussion in I.A. regarding location requirements, access limitations and teleconference options.

Special meetings may be called on an as-needed basis by the [title of the presiding officer of the legislative body] or a majority of the members of the board, consistent with legal requirements.

Emergency Meetings

Emergency meetings are permissible only when an emergency situation arises involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities. An emergency situation is defined as a work stoppage, crippling activity or other activity that severely impairs public health and/or safety as determined by a majority of the board. It is also defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a board to provide one-hour notice before holding an emergency meeting may endanger public health and/or safety as determined by a majority of the board.

Emergency meetings may be called by a Board majority when an emergency situation arises involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities in accordance with law.

Notification of Meetings

Meetings subject to the Brown Act must be publicly noticed, posted on the school's website and notice must also be provided to board members, the length of which depends upon the type of meeting held.

Length of notice: Regular meetings require 72 hours notice; special meetings require 24 hours notice; emergency meetings require 1 hour notice and sometimes less.

The Corporations Code provides that regular meetings may be held without notice if the time and place of the meetings are fixed in the bylaws or by the board.

Content of notice: "Notice" is a bit misleading for purposes of board meetings because in practice, the "notice" identifying the time and location of the meetings will simply be identified at the top of the agenda prepared for the meeting. Thus, "notice" simply means providing a copy of the agenda (containing the proper identifying information) to the public (via display and posted on the school's website), delivering it to the media (if requested) and to the board members. Specifically, regular meetings require that the agenda be posted containing, among other things, the time and location of the regular meeting. (A further discussion of the content required for agendas may be found below.) Special meetings require that the notice specify the time and place of the special meeting and the business to be transacted or discussed. Emergency meetings require notice of the fact of the holding of the emergency meeting, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible. (See further discussion below regarding notice to media for emergency meetings.)

Notice to board members: The Brown Act does not prescribe how and when board members receive a copy of the notice of regular meetings, presumably because regular meetings are scheduled by resolution or other formal action of the board. It is, however, recommended that the same notice be provided to the board members as the regular public (i.e., at least 72 hours). For special meetings, the meeting may be called by delivering written notice to each board member in writing. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the special meeting. Board members may file with the board secretary a written waiver of notice, which may be given by telegram or at the time of the meeting. For emergency meetings, there is no specified time frame for members to receive notice.

The Corporations Code provides that for special meetings, notice be provided four days in advance if given by first-class mail or 48 hours if delivered personally, by telephone or electronic transmission. This provision may not be waived by bylaws or articles of incorporation. A Board member may, however, waive the notice requirements. Thus, it is recommended that a nonprofit charter school operating under the Brown Act and the Corporations Code do one of the following: 1) Provide the Board members with notice in compliance with the Corporations Code (such as merely alerting them that there is a special meeting) and public notice in compliance with the Brown Act; or 2) Ask the Board members to waive their notice rights under the Corporations Code and follow the notice requirements of the Brown Act only. The latter makes more sense if the meeting is scheduled without four day's notice.

Notice to media and other members of the public: Regular and special meetings must be posted (i.e., post the agenda) in a location that is freely accessible to members of the public 24-hours a day and on the school's website if it has one. The Brown Act requires the online posting of the agenda on the primary website homepage of the School that is accessible through a prominent direct link to the current agenda. The direct link shall not be solely found in a contextual menu. If the school has an integrated agenda management platform, certain other provisions apply, including an exemption from the requirements that the agenda is placed on the homepage.

Additionally, notice of special meetings must be delivered to media outlets that have requested notice in writing. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting. For emergency meetings, media outlets that have requested notice of special meetings shall be notified one hour prior to the emergency meeting, or in the case of a dire emergency, at or near the time that the board members are notified of the emergency meeting. The notice shall be given by telephone and all telephone numbers provided by the media outlet in the request for notice shall be exhausted. If telephones are not working, the notice requirement is waived; however, the medial shall be notified of the fact of the holding of the emergency meeting, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Sending the agenda to members of the public: Persons may request that the agenda and supporting documents be mailed to that person at the time the agenda is posted or upon distribution to all, or a majority of, board members. If the person requests, the school may email a copy of, or website link to, the agenda or a copy of all documents constituting the agenda packet. If it is technologically infeasible to send a copy of all documents by email or other electronic means, the school may send it by mail. The request for agendas is only valid for the calendar year in which it is filed and must be renewed following January 1 of each year. The board may establish a fee for mailing the packet, which fee shall not exceed the cost of providing the service.

Additionally, agendas and any other writings, when distributed to all, or a majority of all, of the board members by any person in connection with a matter subject to discussion or consideration at a public meeting of the body, are disclosable public records under the California Public Records Act and shall be made available without delay when requested under the Public Records Act. This, however, does not include any writing exempt from disclosure under the Public Records Act.

Regular Meetings

Notice of the time and place of regular meetings, along with the agenda and supporting documentation, will be provided to all Board members and those persons or entities who have previously requested notice of such meetings, not later than 72 hours prior to a regular meeting. The notice and agenda will also be posted in a location that is freely accessible to members of the public not later than 72 hours prior to a regular meeting.

The notice and agenda will be posted on the School's website on the School's Website homepage through a prominent, direct link. The direct link shall not be in a contextual menu. [Alternatively, if your school uses an integrated agenda management platform, use the following language: "on the School's Website homepage through a direct link to the integrated agenda management platform. The direct link to the integrated agenda management platform shall not be in a contextual menu. When a person clicks on the direct link to the integrated agenda management platform, the direct link shall take the person directly to an Internet Website with the current agenda at the top of the integrated agenda management platform."] The agenda [or integrated agenda management platform] shall be posted in an open format that meets all of the following requirements:

1) retrievable, downloadable, indexable, and electronically searchable by commonly used internet search applications;

2) platform independent and machine readable;

3) available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda..

It is the Director's responsibility to provide notice and copies of the agenda and supporting documentation for regular meetings. [Note: This task may be delegated to anyone within the organization.]

Special Meetings

Notice of the time and place of special meetings, along with the agenda and supporting documentation, will be provided to all Board members and those persons who have previously requested notice of such meetings, not later than 24 hours prior to a regular meeting. Board members and media outlets (local newspapers, radios and/or television stations), that have requested notice in writing, will be provided written notice delivered personally or by any other means to ensure receipt at least 24 hours before the time of the special meeting. The agenda packet will be mailed to all other persons requesting a copy of the agenda, and supporting documents under Government Code section 54954.1 at the time the materials are distributed to all members of the Board if possible or, if not a majority of the Board.

The notice and agenda will be posted on the School's website in line with the posting requirements described for Regular meetings [Note: only include this website posting if the school has a website] and in a location that is freely accessible to members of the public not later than 24 hours prior to a special meeting.

It is the Director's, or designee's, responsibility to provide notice and copies of the agenda and supporting documentation for special meetings.
[Note: This task may be delegated to anyone within the organization.]

The agendas will be posted on the School's primary website homepage accessible through a prominent, direct link.

Emergency Meetings

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, notice to the Board will be provided as soon as is reasonably practicable under the circumstances. All media outlets that have requested notice of special meetings shall be notified one hour prior to the emergency meeting, or in the case of a dire emergency, at or near the time that the Board members are notified of the emergency meeting. The notice shall be given by telephone and all telephone numbers provided by the media outlet in the request for notice shall be exhausted. If telephones are not working, the notice requirement is waived and the medial shall be notified of the fact of the holding of the emergency meeting, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Agendas

Preparation of Agenda and Process There is no requirement that the agenda be prepared by any one particular person or group of persons within the board or school. It is important to designate someone to prepare the agenda so that there is someone responsible for it, and to set up a process to avoid disputes over what is placed on the agenda. Some boards designate a few board members to determine the content of the agenda. If you take this course, be careful not to designate the members by any formal action so as to avoid application of the Brown Act to the meeting to set the agenda. The process employed to create the agenda is also largely up to the board.

The Director, or designee, shall be responsible for preparing the agendas for all meetings of the Board. [Note: This task may be assigned to anyone within the organization.]

The Director, or designee, shall include on the agenda items that relate to school business as are requested for inclusion by Board members, and determined by the Director, or designee, to be appropriate for discussion at that meeting. In addition, a citizen may request that a topic directly related to school business be placed on the agenda. The Director, or designee, and/or Board Chair and/or Vice-Chair shall determine, in his/her discretion, whether the citizen request is or is not an item directly related to school business. No citizen-requested item shall be placed on the agenda if it is repetitive of a previous item placed on an agenda and considered by the Board.

Requests for items to be included on the agenda by Board members, school employees or citizens shall be in writing and submitted to the Director's or designee, office no later than seven (7) working days prior to the next regularly scheduled Board meeting.

At a Board meeting, Board members or the Director, or designee, may request that a topic be placed on the agenda, which topic had been recently considered and acted upon by the Board, provided there is new and relevant information on the topic. Discussion at the meeting is limited to the determination of whether to reconsider the agenda topic at the next Board meeting.

Contents of the Agenda

The Brown Act requires that the agenda provide a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The description generally need not exceed 20 words. The agenda also must include the time and location of the regular meeting.

Agendas for special meetings must include the time and place of the special meeting and the business to be transacted or discussed. .

The agenda must also be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. The agenda shall include information regarding how, to whom and when a request for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

When preparing the agenda for closed session items, special attention should be given to the confidentiality of the agenda items. Government Code section 54954.5 provides sample language for closed session items and if followed with substantial compliance, provides a safe harbor for the board.

In preparing the agenda, the Director, or designee, shall include the following:

- Time and location of the meeting, including, if applicable, any teleconferencing location(s) if using the original teleconferencing rules;

- A brief general description of all items of business to be transacted or discussed at the meeting, including those items to be discussed in closed session; Closed session items must be described in accordance with Government Code section 54954.5;

- An opportunity for members of the public to directly address the Board in accordance with the Board's public comment policy (addressed below);

- If teleconference locations are being utilized, an opportunity for members of the public to address the Board directly at each teleconference location, unless the board is operating pursuant to Government Code section 54953(e); and

- Information regarding how, to whom and when a request for disability related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

Supporting Information Relating to Agenda Items

The Director, or designee, is responsible for preparing all supporting information that may accompany each agenda topic originating from the administration or the Board. [Note: This task may be assigned to anyone within the organization.]

The purpose of preparing supporting information is to facilitate decision-making on the part of the Board members by having available to them in advance of Board meetings comprehensive data pertaining to each agenda topic. The supporting information shall accompany the agenda and be delivered to the Board members concurrently with the agenda.

If supporting materials are distributed to Board members during a public meeting, such materials will be made available for public inspection at the meeting if prepared by the Director or designee. If such materials are prepared by some other person, they shall be made available after the meeting at which they were distributed. The Board may charge a fee or deposit for a copy of such materials.

If written materials are provided to a majority of Board members less than 72 hours in advance of a regular meeting, the writing is to be available to the public for inspection at that time. The School's administrative offices located at [insert address] are designated for this purpose, which shall also be identified on the agenda. Additional processes for these written materials may be followed in accordance with Government Code section 54957.5(b)(2)(B).

These materials will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act. No surcharge will be imposed on persons with disabilities in violation of the Americans with Disabilities Act.

Citizens who request to have a topic placed on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. This is intended to provide background information for Board members to help expedite the Board's handling of the topic at the Board meeting.

Board Meetings

Open Session

All regular, special and emergency meetings of the Board shall be open to the public and the media, except Closed Sessions as authorized by law.

Public Participation at Meetings

The Brown Act provides the public with the right to testify at meetings. At a regular meeting, the public may comment on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the board. In a regular meeting, the board need not provide an opportunity for the public to address the board on any item that has already been considered by a committee, composed exclusively of members of the board, at a public meeting wherein the public was given an opportunity to address the committee on the item, before or during the committee's consideration, unless the item has been substantially changed since the committee heard the item. During public comment, a reminder of FERPA-slander-

Additionally, if the board requires multiple days to reach all of the items on the agenda of a regular meeting, the California Court of Appeal has found that only one general comment period is required, in addition to public comment on each agenda item. The following policy is drafted with the assumption that the board meeting will last only one day; thus, the general comment period and the public comment on each agenda item are combined into one comment period. It is recommended that if your board meeting will last multiple days, the public comment period on each agenda item be provided on the day in which the item will be discussed or decided.

At special meetings, the public is only given the right to address the board concerning items described in the meeting notice, and the opportunity must be given before or during consideration of that item.

Length of time of public comment: Government Code section 54954.3(b) vests the board with wide discretion concerning the adoption of regulations limiting the time at its meetings for public testimony on each issue and for each speaker. A limitation of five minutes or less for each speaker may be valid, depending upon the particular circumstances. What is a "reasonable" period of time for public discussion will necessarily vary with the facts and circumstances in each case. The time allocated for the meeting, the number of agenda items, the complexity of each item, and the number of persons wishing to address the legislative body on each item of general public interest would require consideration. If the board adopts the time limitation as a formally adopted policy, as is the case in this policy, the limitation should provide for a waiver by the board where necessary or appropriate pursuant to the usual rules governing deliberative bodies. This flexibility can be especially helpful when large numbers of persons wish to address the board because the board may want to more sharply limit the time that each person may speak and set a cap on the total time that those favoring and opposing an action may address the board.

The law provides that if the School limits the time for public comment, it is required to provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the board, unless simultaneous translation equipment is used to allow the board to hear the translated public testimony simultaneously.

Public comment generally: At a regular meeting, any person may address the Board concerning any item on the agenda and any other matters under the Board's jurisdiction. At a special meeting, any person may address the Board only concerning the items on the agenda. The total time devoted to presentations to the Board on all public comment (including agenda items and non-agenda items at regular meetings) shall not exceed one-half hour, unless additional time is granted by the Board. At the discretion of the [insert title of presiding officer of the Board], individuals may be granted 5 minutes to make a presentation to the Board. Normally, individuals will be granted 2 minutes each for public comment. Individuals who utilize a translator will be given twice the allotted time to a member of the public to ensure that non-English speakers receive the same opportunity to directly address the Board. If the Board makes available simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously, this additional time allotment does not apply.

Limits on public comment: The Chairperson may curtail individual presentations if repetitive of points raised by others, particularly if it appears the total allotted time may be exceeded. Any person who addresses the Board shall not make personal impertinent, slanderous or profane remarks to any Board member, staff or the general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct that disrupts, disturbs or otherwise impedes the orderly conduct of any Board meeting shall, at the discretion of the Board Chair and/or Vice-Chair, or a Board majority, be barred from the audience before the Board during that meeting. [Note: The Board may not prohibit public criticism of the policies, procedures, programs or services of the agency, or of the acts or omissions of the Board.]

In the event that any meeting is willfully interrupted by a group(s) of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue the session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other media, if not participating in the disturbance, shall be allowed to attend any such session. [Note: The board may also establish a procedure to readmit an individual(s) not responsible for willfully disturbing the orderly conduct of the meeting.]

Citizens desiring Board action on an item are required to seek placement of the issue on the Board agenda in accordance with policy rather than presenting the matter during general public comment. This will facilitate discussion and expedite resolution.

Disorderly Conduct: The presiding member(s) of the Board, or their designee, may remove, or cause the removal of an individual for disrupting the meeting. Prior to removing the individual, the presiding member or designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease the behavior may result in their removal. The presiding member or designee may then remove the individual if they do not promptly cease their disruptive behavior. Disrupting means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following: A failure to comply with reasonable and lawful regulations adopted by the Board or any other law or engaging in behavior that constitutes use of force or a true threat of force.

Time for public comment: All public comments concerning all matters shall be heard immediately after the meeting is called to order, roll call of board members, and moment of virtue, and prior to the formal discussion of the agenda topics by the Board and consideration of action.

Recording and/or broadcasting of meeting: Persons attending an open meeting have the right to record or broadcast the proceedings with an audio or video tape recorder or a still or motion picture camera unless the Board reasonably finds that the recording or broadcast cannot continue without noise, illumination or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

Requests to address the Board: Prior to the beginning of the meeting, citizens seeking to address the Board on an item on the agenda or during time allocated for public comment shall complete the card, “Request to Address the Board” (located in the Board Meeting Room), and give it to the Board Chair, Vice-Chair, and/or Executive Assistant, or their designee.

Board Members at Meetings

Board discussion: For regular and special meetings, no action or discussion shall be taken on any item not appearing on the posted agenda. At a regular meeting, however, Board members or staff may briefly respond to statements made or questions posed by persons during public comment. At regular meetings, a Board member may, on his/her own initiative or in response to a question posed by the public, ask a question for clarification, make a brief announcement or make a brief report on his/her own activities. Additionally, a Board member may provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Certain discussions are prevented in special meetings and required announcements in regular meetings: The Board may not discuss in any special meetings the salaries, salary schedules or compensation paid in the form of fringe benefits of the Executive Director, or designee, (or other identified head of the School). This limitation, however, does not apply to the Board calling a special meeting to discuss the School's budget. Prior to taking final action, the Board shall orally report a summary of a recommendation for a final action on the salaries, salary schedules or compensation paid in the form of fringe benefits of the School's Executive Director, or designees, during the open regular meeting in which the final action is to be taken.

Exceptions in regular meetings: In regular meetings, the Board may take action on items of business not appearing on the posted agenda if any of the following conditions apply:

> 1) A majority of the Board determines that an emergency situation exists (as defined by Govt. Code section 54956.5);
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> 2) A determination by a two-thirds vote of the Board members present at the meeting, or if less than two-thirds are present, a unanimous vote of those Board members present, that there is a need to take immediate action and that the need for action came to the attention of the Board after the agenda was posted; or
>
> 3) The item was properly posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting, the item was continued to the meeting at which action is being taken. If items are discussed under these conditions, the [insert title of presiding officer of the Board] shall publicly identify the item(s).

Closed session: Prior to holding any closed session, the Board shall disclose, in an open meeting, the item(s) to be discussed in the closed session. The disclosure may take the form of a reference to the item(s) as they are listed by number or letter on the agenda. In the closed session, the Board may consider only those matters covered in its statement.

After any closed session, the Board shall reconvene into open session prior to adjournment and make a report of any action taken in closed session and the vote or abstention of every Board member present thereon in accordance with Government Code section 54957.1.

Minutes of Board Meetings

The content of meeting minutes for open session is not prescribed by the Brown Act, with the exception of minutes for emergency meetings; however, the Brown Act does have requirements for the minutes of closed session meetings. The Brown Act requires that the board record each board member's vote or abstention for open and closed session items. The Corporations Code requires only that the nonprofit corporation maintain minutes of proceedings of its boards and committees. It does not provide any detail on the content.

Open session meetings: The minutes of open session meetings of the Board shall record all motions, show the names of Board members making and seconding motions and state the vote upon the motion, including the vote or abstention of every Board member present. In the event that Board members are participating via teleconferencing, all votes during the meeting shall be by roll call and will be reflected in the minutes. The open session minutes shall also record all resolutions, the recommendations of the administration and the substance of the Board's discussion or the substance of statements pertinent to Board's business made by members of the staff or public. The minutes shall follow the generally accepted pattern in form.

The original copy of the open session minutes shall be signed by the Secretary of the Board and approved by the Clerk. Original minutes shall be bound in chronological order, volumed by fiscal year and paged consecutively.

Closed session meetings [Note: minutes are not required to be kept for closed session meetings; if they are kept, there are rules that apply as articulated below.]: The Board designates [insert the title of a clerk or other officer or employee of the local agency] to attend each closed session of the Board and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book for closed session is not a public record subject to inspection and shall be kept confidential. The minute book shall be available only to Board members, or when otherwise required by law. The minute book may, but need not, consist of a recording of the closed session.

Minutes for Emergency Meetings: Any time an emergency meeting is held, the minutes must provide a list of persons who were notified or attempted to be notified, a copy of the roll call vote, and any actions taken at the meeting. The minutes will be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

Storing the minutes: The official minutes of the Board (for open and closed sessions) shall be kept in fireproof storage. The following documents shall be bound with the official minutes and referred to in the text of the minutes to which they apply:

Original copies of all resolutions unless required by other agencies, in which case photocopies of the originals may be substituted;

Original copy of all budget transfers;

Copies of any document determined by the Board to be attached to the official minutes; and

Other documents which, in the opinion of the Secretary, are necessary to fully substantiate or record Board action.

In addition to the official minutes, an additional copy of all minutes and attached documents shall be maintained in the office of the Secretary of the Board. This set of minutes shall be bound, indexed by those categories detailed above and by subject.

Quorum Requirements

A majority of the voting members of the Board shall constitute a quorum of the Board, which is necessary for the Board to transact business. All motions, in order to pass, need positive action by at least a majority of the full Board. No act of the Board is valid or binding unless a majority of all members concur therein.

Should there be less than a majority of the Board present at any meeting, the meeting shall be adjourned.

Continuances and Adjournment

Continuances

Items appearing on agendas for regular meeting may be continued to another meeting, to be held within 5 calendar days from the date of the originally posted meeting, without triggering the requirement that the agenda item be re-posted with the requisite notice.

If the Board is holding, has noticed or ordered a hearing, at any meeting, the Board may, by order or notice, continue or recontinue to any subsequent meeting of the Board in the same manner and to the same extent that a meeting may be adjourned (see below). If the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be conspicuously posted on or near the door immediately following the meeting at which the continuation was adopted or made.

Adjournment

The following discussion on adjournment is in compliance with the Brown Act. The Corporations Code provides that a majority of directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than 24 hours, notice of the adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Board members who were not present at the time of the adjournment.

The Board may adjourn any regular or special meeting to a time and place specified in an order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular meeting, the Board Secretary may declare the meeting adjourned to a stated time and place and he/she shall cause a written notice of adjournment to be given in the same manner as provided for special meetings, unless such notice is waived for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the regular or special meeting was held within 24 hours after the time of adjournment. When a regular meeting is adjourned, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

Board Meetings When Operating During Proclaimed State of Emergency

The Board may modify its operations to hold meetings remotely when there is a proclaimed state of emergency and when one of the following applies:

> 1) state or local officials have imposed or recommended measures to promote social distancing; or
>
> 2) the Board holds a meeting for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
>
> 3) the Board holds a meeting and has determined, by a majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

When the Board holds a meeting under these findings, it shall do the following:

Give notice of the meeting and post the agenda as normally required by the Brown Act.

The agenda shall identify and include an opportunity for all persons to attend via call-in option or an internet-based service option. There will be no requirement to provide a physical location from which the public may attend or comment.

The Board will conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the Board.

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the School's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board will not take further action on items appearing on the agenda until public access to the meeting via call-in option or internet-based service option is restored.

The Board will not require public comments to be submitted in advance of the meeting and will provide an opportunity for the public to address the Board and offer comment in real time.

[If your Board provides a timed public comment period for each agenda item, include this paragraph] Public comment shall not close for each agenda item, or the opportunity to register for public comment if applicable, until the timed public comment period for each agenda item has elapsed.

[If your Board does not provide a timed public comment period, but takes public comment on each agenda item, include this paragraph] The Board will allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register for public comment if applicable or otherwise be recognized for the purpose of providing public comment.

[If your Board provides a timed general public comment period, include this paragraph] Public comment shall not close, or the opportunity to register if applicable, until the timed general public comment period has elapsed.