



Mountain View Whisman School District

Board Governance Handbook

2025-2026 School Year

BOARD OF TRUSTEES

William Lambert, President - Term Expires 2026

Charles DiFazio, Vice President - Term Expires 2028

Lisa Henry, Clerk - Term Expires 2028

Ana Reed, Member - Term Expires 2028

Devon Conley, Member - Term Expires 2026

SUPERINTENDENT

Jeffrey Baier

The Board of Trustees believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct. *Board Bylaw 9005*

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GUIDING DOCUMENTS

These guiding documents highlight the MVWSD student experience as well as the outcomes we want for every student

Strategic Plan 2027

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1 School board members are individually elected by the community they serve



- Each school district is governed by a school board that is accountable for the performance of schools in their district.
- They represent the community's diverse beliefs and values.
- School board members are residents of the school district they serve and come from all walks of life — doctors, lawyers, homemakers, teachers, architects, truck drivers, professors, business owners, real estate agents and more.

3 School boards serve the community



- Listening to their ideas
- Engaging them in setting the district mission and goals
- Making student achievement a priority
- Advocating on important K-12 policy issues for all students
- Representing the district at community events
- Ensuring accountability for student and district performance

2 School boards govern at board meetings



- Hiring and evaluating the superintendent
- Adopting district policies
- Approving Local Control Accountability Plans
- Adopting and monitoring budgets
- Monitoring district performance and student achievement
- Actively listening to public comments

4 School board members give the gift of time



- Preparing for and attending board meetings
- Responding to constituents
- Participating in board training and development
- Attending community events

To learn more about your school board or attend an upcoming meeting, contact a local school board member or the district superintendent's office.



Purpose of the Board

The Mountain View Whisman School District's Board of Trustees functions as the legislative body of the district. It establishes the vision, goals, and policies by which the school district is operated.

Board Member Commitments

A school Trustee is called to public service with the intention of making a difference in the lives of children and families in their community. Below is a description of Board Member commitments:



1. There are **two Regular Board meetings a month** on Thursday nights in August, September, October, January, March, May, and June. **February, April, November, and December have one meeting.** There is no regular meeting scheduled for July. Generally, Board meetings start at 4:30 p.m. with closed session, public session starts at 6:00 pm. Meetings end by 10 p.m. but can be extended. Depending on the Board member, Board meeting material can take anywhere from 2 hours to 8 hours to review and prepare for the meeting.
2. **Individual/Superintendent meetings** occur the week prior to a Board meeting. These meetings are scheduled for 1 hour. Board members are asked to meet with the Superintendent, who will review the meeting agenda and answer questions. Meetings may be scheduled around a Board Member's work or other obligations.
3. **Special Board Meetings** are scheduled as needed when discussion or action is needed before the next regularly scheduled meeting. Topics can range from Superintendent evaluation to current issues, etc.
4. **Board Study Sessions** are scheduled to enhance the Board's knowledge in a particular area, such as the budget, to work as a successful governance team.
5. A **Board Retreat** is scheduled at least twice yearly, in August and January. The intent of these meetings is to review the Governance Handbook, along with the Board's Goals. Along with these topics, the Board may engage in professional learning on a topic that aligns with the District's goals.
6. **CSBA Annual Education Conference** is held in the first week of December from Wednesday through Saturday. All Board members are asked to attend in an effort to improve the understanding of the work of a Board member.
7. **Special Events** in our community and within Santa Clara County are also part of the Board members' year. Though not required, attending community events is encouraged.
8. **School Activities** occur regularly at each of our schools. Board members are encouraged to attend when possible.

Roles and Responsibilities of the Board



Authority is granted to the Board as a whole, not each member individually. Therefore, Board members fulfill these responsibilities by working together as a governance team with the Superintendent to make decisions that will best serve all the students in the community.

The Board shall work with the Superintendent to fulfill its primary responsibilities, which include:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff, and is focused on student learning and achievement
2. Establishing an effective and efficient organizational structure for the district by:
 - a. Employing the Superintendent and setting policy for hiring other personnel
 - b. Overseeing the development and adoption of policies
 - c. Establishing academic expectations and adopting the curriculum and instructional materials
 - d. Establishing budget priorities and adopting the budget
 - e. Providing safe, adequate facilities that support the district's instructional program
 - f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements
3. Providing support to the Superintendent and staff as they carry out the Board's direction by:
 - a. Establishing and adhering to standards of responsible governance
 - b. Making decisions and providing resources that support district priorities and goals
 - c. Upholding Board policies
 - d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons
4. Ensuring accountability to the public for the performance of the district's schools by:
 - a. Evaluating the Superintendent and setting policy for the evaluation of other personnel
 - b. Monitoring and evaluating the effectiveness of policies
 - c. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements
 - d. Monitoring student achievement and program effectiveness, and requiring program changes as necessary
 - e. Monitoring and adjusting district finances
 - f. Monitoring the collective bargaining process

5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels. *Bylaw 9000*

Board Governance Standards

The Board expects its members to collaborate with one another and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:



1. Keep learning and achievement for all students as the primary focus
2. Value, support, and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents, and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students
 2. Communicate a common vision
 3. Operate openly, with trust and integrity
 4. Govern in a dignified and professional manner, treating everyone with civility and respect
 5. Govern within the Board-adopted policies and procedures
 6. Take collective responsibility for the Board's performance
 7. Periodically evaluate its own effectiveness
 8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations
- Bylaw 9005*

Board Member Protocols

Protocols provide specific guidelines within which the Board will function. The following are agreed upon rules, norms, and responsibilities required for the Board to work in a cohesive, consistent, and professional manner.



Rules

1. Board members must be mindful about their conversations involving the business of the Board to ensure that their conversations outside of a noticed meeting, either directly or indirectly, involve less than a majority of the Board (Brown Act).
2. Board members never discuss confidential personnel matters, confidential negotiations matters, or any matters discussed in closed session, with members of the bargaining unit, public, or staff.
3. No individual Board member will make or appear to make a decision that appropriately should be made by the entire Board. There are five Board members. "I am only one equal vote."

Norms

4. Strive to act in the following manner:
 - a. Read Board packets prior to the meeting, and bring questions or concerns prior to the meeting
 - b. Participate in the discussion of issues and listen patiently and respectfully
 - c. Remain civil and strive to understand points of view
 - d. Respect and acknowledge each individual's thoughts and opinions.
 - e. Accept and live with the action of the Board – support the majority decision after action is taken
5. Maintain a presence in the community in order to communicate and listen to the people you represent.
6. Be informed about current educational issues through individual and group study and through participation in programs providing needed information, such as those sponsored by county, state, and national school boards associations.
7. Embrace a continuous improvement mindset.
8. Be student-centered and adult-minded when considering policy and district finances.

Responsibilities

9. Understand the distinction between the Board roles and District staff roles and delegate administrative functions to the Superintendent.
10. Participate in regular and timely evaluations of the Superintendent based on the district's vision, goals, and performance, and ensure that the Superintendent holds district personnel accountable.
11. Advocate for the District and the students it serves.

Individual Board Member Requests for Information

When an individual Board member requests information, it will be provided to all Board members. The Board Member should CC the Superintendent on the request email or otherwise alert the Superintendent that the request has been made of a staff member. An individual Board member will, as much as possible, work to notify the Superintendent and staff ahead of time when a request for information will be made public so the staff can be prepared to provide an answer. Individual Board members will self monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals.

Email Communication

Purpose of protocol — Board members wish to ensure that their handling of constituent emails allows them to be responsive, respect the Brown Act, respect the Board as a whole, and be responsible to the entire community.

Protocol – Responding to emails directed to the Board as a whole

The Board President serves as the spokesperson and responds to emails addressed to the full Board. The Board President will answer the email with the words "on behalf of the MVWSD Trustees" and copy Board members and the Superintendent. In cases in which the Board President feels that the Superintendent is able to give a more thorough answer, the President may ask the Superintendent to respond. In such a case, the Superintendent will make it clear that he is answering at the request of the Board President and shall copy the rest of the Board so that they know the response. The Board agrees to go through the Superintendent with a staff issue, and not contact staff members directly. All legal questions will be directed through the Superintendent.

Protocol – Responding to emails sent to one Board member.

When a Board member receives an email with an issue or concern, the protocol is to notify the Superintendent of the concern while preserving the confidentiality of the constituent as appropriate. The Board member will acknowledge the receipt of the email and, if needed, encourage a face-to-face meeting or a phone call. The Board member will help direct the constituent toward the individual who is suited to address the concern, such as a teacher or school, principal, or administrator.

Process for Addressing Board Member Policy Violations



The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies. The Board recognizes that its failure to deal with deliberate or continuing violations of its policies risks the loss of confidence in the Board's ability to govern effectively.

Suspected violations by Board members observed by members of the public or fellow Board members should be reported via email to the Board President or the Board Vice President if the violation is committed by the Board President. Suspected violations by Board members observed by school staff should be reported to the Superintendent. All reports will be investigated, and the results will be reported to the complainant.

In the event of a member's mistaken, willful and/or continuing violation of policy, the Board will address the issue by the following process:

- a. Conversation in a private setting between the member considered to be in violation and the President. If the President is considered to be in violation, they will meet with the Vice President. The Superintendent may be present.
- b. Possible removal, by formal vote of a majority of the Board members present in open session during a publicly posted Board meeting, from any leadership or committee positions to which the outgoing member has been appointed or elected by the Board.
- c. Censure of an offending member of the Board by formal vote of a majority of the Board members present in open session during a publicly posted Board meeting as a means of separating the Board's focus and intent from an offending member.

Officers' Roles

President/Vice President

At the annual organizational meeting in December, the Board of Trustees shall elect a President and Vice President from among its members to provide leadership on behalf of the governance team and the educational community it serves.



To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the President shall:

1. Preside at all Board of Trustees meetings.
1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law
2. Consult with the Superintendent or designee on the preparation of Board meeting agendas
3. Call the meeting to order at the appointed time and preside over the meeting

4. Announce the business to come before the Board in its proper order
5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and state clearly the results of the vote

The President shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The President shall perform other duties in accordance with law and Board policy, including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board
2. Working with the Superintendent or designee to ensure that Board members have the necessary materials and information
3. Subject to Board approval, appointing and dissolving all committees
4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media
5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

The President shall participate in the California School Boards Association's Board President's Workshop and other professional development opportunities to enhance his/her leadership skills.

When the President resigns or is absent, the Vice President shall perform the President's duties. When the President and Vice President are absent, the Clerk shall perform the President's duties.

Clerk

The Board of Trustees shall elect a clerk from its own membership at the annual organizational meeting.

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board
4. Serve as presiding officer in the absence of the President and Vice President

5. Perform any other duties assigned by the Board

Secretarial Duties

Secretarial duties for the Board of Trustees, such as maintaining an accurate and complete record of all Board proceedings, are split between the Superintendent and the Executive Assistant to the Superintendent. Their duties include:

1. Prepare, distribute, and maintain the Board agenda
2. Record, distribute, and maintain the Board minutes
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board

Board Committees and Appointments

Board Committees - subject to the Brown Act



- Bond Oversight Committee
- Budget Review Committee
- Budget Advisory Committee
- Board Policy Committee
- District Advisory Committee
- District English Learner Advisory Committee
- Parcel Tax Oversight Committee
- Staff Housing Oversight Committee

Board Appointments

- Health and Wellness
- LAMV PTA Council
- MVEF Board Meeting
- MVWSD PTA President's Meeting
- Santa Clara County School Boards Association

Board Governance Calendar

It is recommended that the Board use the following calendar for annual required action items and committee reports.

2025-2026 Governance Calendar

Month											
August	Board Retreat	Resolution- Authorizing Delegation of Authority to Sign Warrants and Payments	Resolution- Delegation of Authority to Sign Official Documents and Records	Williams Quarterly Report #4 April-June 2024-25							
September	Resolution- GANN Limit	Unaudited Actuals	Fund 25 Developer Fee Report	Overnight and Out-of-State Field Trips	Resolution - Recognition of Newly Permanent Certificated Staff	Review and Action: Public Hearing and Resolution on Sufficiency of Materials	Board Policy (BP) and Administrative Regulation (AR) 6145 Extracurricular and Co-Curricular Activities - Requires annual review	Approval of application for Exemption from the Required Expenditures for Classroom Teachers' salaries (likely)			
October	Enrollment and Staffing Report	CAASPP Results		William Quarterly Report #1							
November	Ongoing Major and Deferred Maintenance Plan	1 st Interim Report	Site Plans								
December	Organizational Meeting	Board Committee Appointments	CSBA Annual Conference	Adoption of Calendar for 2026-27	Resolution- Change for Lincoln/ Presidents Day	Results of the California Dashboard					
January	Board Retreat	Audit Reports	SARCs	William Quarterly Report #2							
February	LCP Mid-Year Report										
March	2 nd Interim Report	Notices for Certificated & Classified Employee Layoff	Annual MLL Updates	Approval of Overnight and Out-of-State Field Trips	Transportation Plan						
April	Resolution: Day of the Teacher	Resolution: Classified Appreciation	Declaration of Need for Fully Qualified Educators	ELOP Updates and Contract	William Quarterly Report #3						
May	Yosemite Contract	LCAP Local Indicators	Public Hearing: LCAP	LCAP Federal Addendum	Public Hearing: Res. Education	Public Hearing: Budget Adoption	Public Hearing: Budget Overview for	Recognition: Employees of the Year	Recognition: Years of Service &	Proposition 28 Arts and Music in Schools	LCAP Survey
					Protection Account (EPA) Requirements		Parents	(Certificated & Classified)	Retirees	Update	Results
June	(Action) LCAP Local Indicators	(Action) LCAP Approval	(Action) LCAP Federal Addendum	(Action) Budget Adoption	(Action) Budget Overview for Parents	(Action) Res. Education Protection Account (EPA) Requirements	Health and Wellness Annual Report (every 3 years is a policy update)	Consolidated Application for Funding (ConApp)			

Resources

The Board of Trustees should familiarize itself with these topics through board governance workshops, CSBA classes, and/or meetings with the Superintendent.

- ✓ [District policies and administrative regulations](#)
- ✓ [Board Bylaws](#)
- ✓ The Brown Act
- ✓ CSBA professional governance standards
- ✓ [District Budget](#)
- ✓ [MVEA and CSEA Association contracts](#)

Board Member Benefits

Stipend

Each member of the governing Board will receive a \$273 per month stipend for attendance at Board meetings.

Health benefits

Board members have the option to join the District's group dental insurance plan. Contact the Chief Business Officer at 650-526-3500 ext. 1088.

Attending conferences/educational meetings/community events.

A budget is maintained for Board members to attend conferences and educational meetings. Contact the Superintendent's Executive Assistant at 650-526-3552 for more information.

Making reservations for conferences – workshops – district business trips

Contact the Superintendent's Executive Assistant at 650-526-3552 for more information.

Travel expenses and reimbursement

Contact the Superintendent's Executive Assistant at 650-526-3552 for more information.