



Mill Valley School District Governance Team Handbook

Board of Trustees

**Elli Abdoli
Michele Crncich Hodge
Todd May
Marco Pardi
Emily Uhlhorn**

**Superintendent
Dr. Kimberly Berman**

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Board Members

Elli Abdoli

Term Commencement - December 2020

Term Expiration - December 2024

Email: eabdoli@mvschools.org

Michele Crncich Hodge

Term Commencement - December 2020

Term Expiration - December 2024

Email: mchmvsbtrustee@gmail.com

Todd May

Term Commencement - December 2013, 2018

Term Expiration - December 2022

Email: maytoddh@hotmail.com

Marco Pardi

Term Commencement - December 2013, 2018

Term Expiration - December 2022

Email: marco.pardi@gmail.com

Emily Uhlhorn

Term Commencement - December 2018

Term Expiration - December 2022

Email: emilyuhlhorn@gmail.com

Superintendent

Dr. Kimberly Berman, Superintendent- 2019-2024

Email: kberman@mvschools.org

Cabinet:

Dr. Kimberly Berman, Superintendent

Dr. Michele Rollins, Assistant Superintendent, Business Services

Julio Arroyo, Director of Maintenance, Operations and Safety

Jessica Goode, Director of Human Resources

Julie Harris, Director of Student Support Services

Nicole Reyherme, Director of Educational Technology

Erin Conklin, Special Education Coordinator

Administrative Support:

Sarena Fairrington, Executive Assistant to Superintendent/Board of Trustees

Amanda Finlaw, Executive Assistant to Superintendent/Communications Specialist

Mill Valley School District

411 Sycamore Avenue

Main District Telephone Number: 415-389-7700

Schools/Principals:

Edna Maguire Elementary School

Leo Kostelnik, Principal
K - 5 School - 476 students
80 Lomita Drive
415-389-7733 - Leslie Fielder, Administrative Assistant

Old Mill Elementary School

Jason Matlon, Principal
K-5 School - 278 students
352 Throckmorton Avenue
415-389-7727 - Lynn Frazier, Administrative Assistant

Park School

Aubrey O'Connor, Principal
K-5 School - 276 students
360 East Blithedale Avenue
415-389-7735 - Beth Fogel, Administrative Assistant

Strawberry Point School

Kimberley Russell, Principal
K-5 School - 260 students
117 East Strawberry Drive
415-389-7660 - Cathy Wilmoth, Administrative Assistant

Tamalpais Valley School

Laura Myers, Principal
K-5 School - 419 students
350 Bell Lane
415-389-7731 - Stacy Woolley, Administrative Assistant

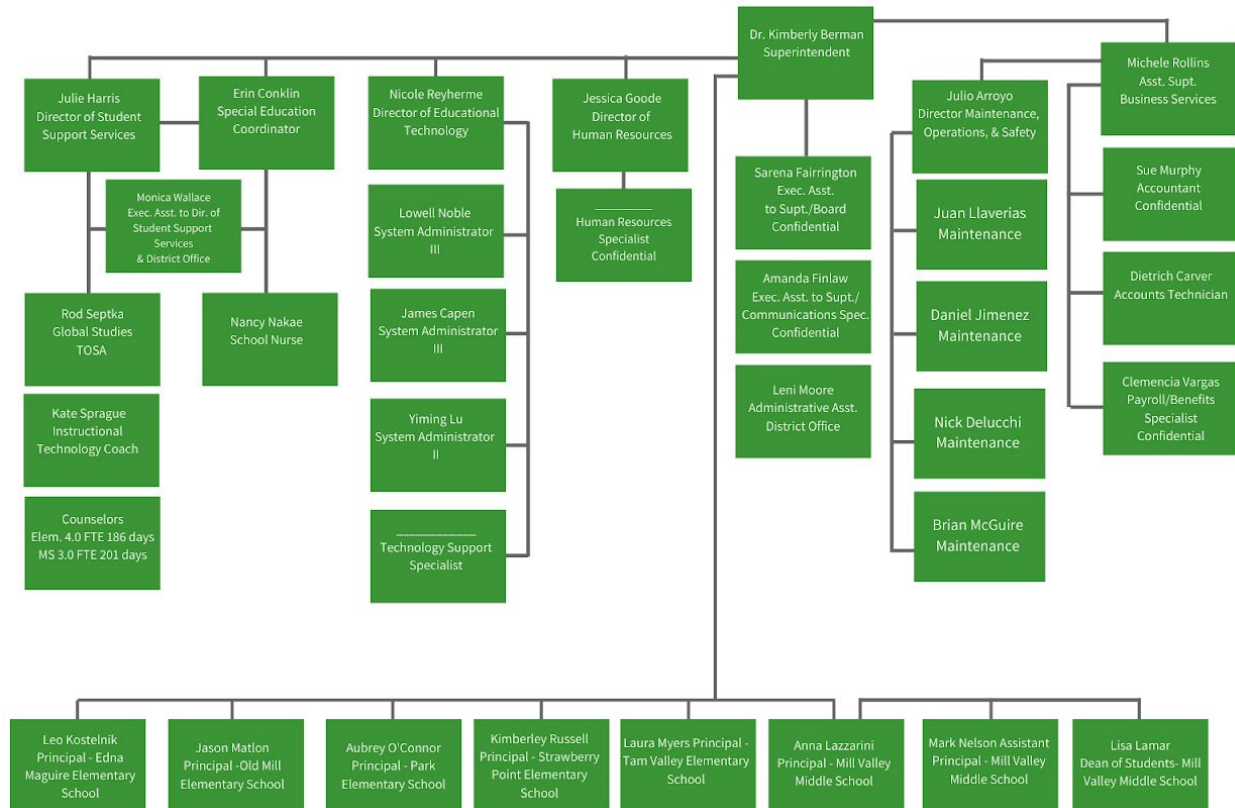
Mill Valley Middle School

Anna Lazzarini, Principal
Mark Nelson, Assistant Principal
Lisa Lamar, Dean of Student
6-8 School - 941 students
425 Sycamore Avenue
415-389-7711 - Annette Gamboa, Administrative Assistant

*Student enrollment information from the 10-2-2020 CBEDS data.

Mill Valley School District Administrative Office Organizational Chart 2020-21

Updated 1/8/21



District Vision:

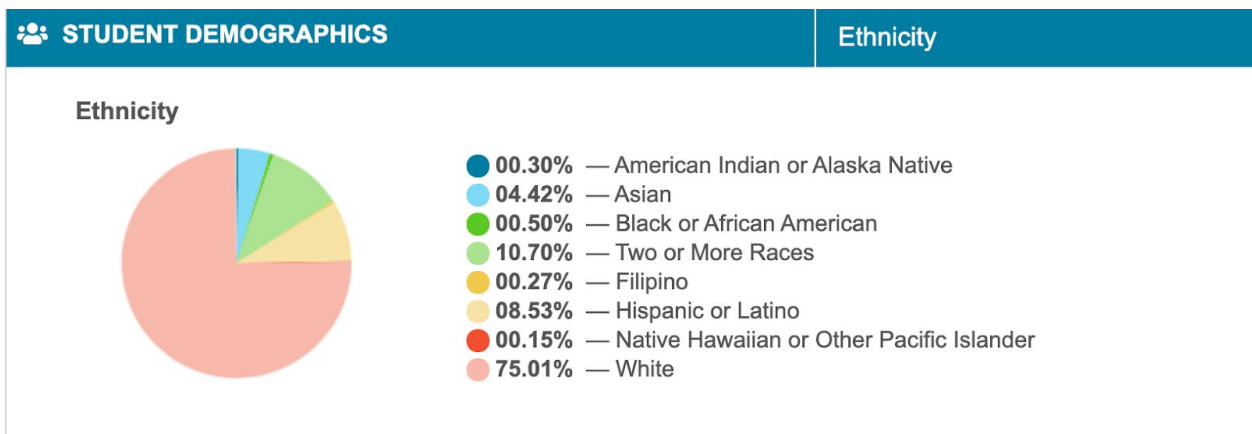
Our learning community is dedicated to developing globally-minded, compassionate, resilient, and courageous students to learn and lead change in their world.

District Mission Statement:

We provide a balanced education, enabling all students to achieve academic success in an environment that fosters social-emotional development, equity, and creativity. We prepare our students to be responsible, contributing members of our community, to be wise stewards of our natural environment, and to thrive as global citizens in a rapidly changing world

Demographics:

The Mill Valley School District is located 13 miles north of San Francisco and the Golden Gate Bridge in Marin County, California. The district has 5 elementary schools and 1 middle school with an enrollment of approximately 2,800 students in grades K through 8. Four of the schools are located within the City of Mill Valley, while two are located in the adjacent unincorporated areas of Strawberry and Tamalpais Valley. The District also includes the unincorporated communities of Alto, Almonte, Homestead Valley, and Muir Beach. Within our school community, individuals speak 21 different languages. There are 90 english language learners in our district. 4.58% of students participate in the free and reduced lunch program.



**2018-2023
STRATEGIC PLAN**

Balanced Learners

Objective 1

All students will learn in an environment that fosters social-emotional well-being, equity, global perspectives, and awareness through inquiry and project-based instruction.

Strategy A

Integrate social-emotional learning (SEL) by embedding the attributes of the Mill Valley School District (MVSD) Learner Profile into the curriculum.

Strategy B

Students will reach high levels of achievement as evidenced by standardized and authentic performance assessments.

Strategy C

Student learning opportunities will foster global-mindedness through perspective taking, investigating the world, communicating effectively, and taking action.

Supported Staff

Objective 2

Attract, develop, and retain excellent staff in a quality work environment.

Strategy A

Target staff compensation in top quartile of comparable districts.

Strategy B

Implement a staff wellness plan that includes mindfulness training and support, community and morale building, and other opportunities that support staff health and wellness.

Strategy C

Provide high-quality professional development that increases the staff's capacity to collaborate, design, and implement innovative curriculum. Incorporate staff input when planning professional development.

Strategy D

Support teachers in their pursuits of innovation in the classroom.

Strategy E

Maintain equitable class sizes across the district among grade levels given the budget, enrollment patterns, and class size loading guidelines.

Communications

Objective 3

Maintain positive student, staff, parent/guardian, and broader community support for our district and schools.

Strategy A

Widely promote the District's vision for all students' success by effectively communicating with students, parents/guardians, staff, trustees, and the community-at-large.

Strategy B

Proactively communicate future issues, initiatives, and opportunities.

Strategy C

Encourage open communication (through group interaction between school officials and staff/community)

Sound Finance and Infrastructure

Objective 4

Procure sustainable sources of operating and capital funding to achieve and support the district's strategic goals.

Strategy A

Issue bonds to modernize and reconstruct Mill Valley Middle School (MVMS).

Strategy B

Maintain prudent levels of financial reserves for long-term financial solvency.

Strategy C

Continue our commitment to proactive fiscal planning strategies that provide long-term projections of key financial drivers and levers.

Strategy D

Adjust services and instructional support commensurate with enrollment changes.

Strategy E

Provide safe, properly equipped, well-maintained, updated facilities and infrastructure that support our mission, strategic plan, and educational programs.

[Click here for the link to the comprehensive 2018-2023 Strategic Plan](#)

**2019-2020
LCAP PLAN**

LCAP Goal 1 Balanced Learners

All students will learn in an environment that fosters social-emotional wellbeing, equity, global perspectives and awareness through inquiry-and project-based instruction

- Action 1 - Social-Emotional Wellness
- Action 2 - Targeted Mental Health Support
- Action 3 - Academic Achievement
- Action 4 - Differentiation/Intervention
- Action 5 - Targeted Academic Intervention
- Action 6 - Instructional Technology
- Action 7 - Global Studies
- Action 8 - Parent and Family Engagement
- Action 9 - English Language Development

LCAP Goal 2 Supported Staff

Attract, develop, and retain excellent staff in a quality work environment

- Action 1 - Extensive Support for Staff

[Click here for the link to the Local Control and Accountability plan document](#)

To access AgendaOnline as a Trustee:

Website login:

<https://agendaonline.net/public/millvalley>

Upper right hand corner: Home / Sign-in

Click on Sign-in

Sign in with email address and password provided.

The screenshot shows the AgendaOnline interface. At the top right, it says "Signed in as: Eli Abdol | Home | My Account | Sign Out". Below this is a search bar and "By Date / Advanced". The main navigation bar includes "Home", "Agendas", "Links", and "Support". On the left, there is an "AGENDA ONLINE NEWS" section with an email address "agenda@csba.org for assistance" and a "Links" section listing "Mill Valley ESD Online Policies" and "Mill Valley School District". The central part of the page is the "Mill Valley ESD Calendar" for December 2020, with a "View list of Events" link. The calendar shows dates from 29 to 09. On the right, under "Mill Valley ESD Meetings", there are two entries: "Regular Meeting" on 11/12/2020 at 6:00 PM and "Special Meeting" on 11/09/2020 at 3:00 PM, both with Zoom links and "PUBLIC SESSION" times. The footer features the "csba" logo and a "connect and share" button.

This is the home screen. From this screen you can access published meetings that have not been archived.

Once a meeting is published, it will appear in the calendar and also on the right-hand side of the page for your access.

Mill Valley School District

Governing Board Liaison/Committee Assignments 2021

School Liaisons: Interact regularly with site administrator and parent organizations

<u>Site</u>	<u>Board Representative(s)</u>		All events listed on school calendars. PTA/PTSA meeting schedules listed below:
Edna Maguire	Emily		8:45am - 3rd Wednesday of the month
Mill Valley Middle School	Todd		9:00am - third Thursday of the month
Old Mill	Michele		9:00am - first Friday of the month
Park	Marco		4:00pm - third Thursday of the month
Strawberry Point	Elli		8:30am - third Friday of the month
Tamalpais Valley	Michele/Marco		8:00pm - fourth Thursday of the month
It Takes a Village (ITAV)	Emily/Michele		9:00am - second Friday of the month

District Committees: meet monthly, quarterly, and/or as necessary

<u>Committee</u>	<u>Board Representative(s)</u>	<u>Time</u>	<u>Meeting Schedule</u>
City of Mill Valley	1. Todd	3:30 - 4:30pm	quarterly meetings
	2. Michele		
MVSD Together* (<i>*formerly Funding Alliance</i>)	1. Emily		scheduled as needed; typically 2-3 times per year
	2. Marco		
Kiddo! Board	1. Todd	6:30 - 8:30pm	first or second Tuesday of each month
	2. Michele		
Marin County Joint Legislative Advisory Committee (JLAC)	1. Elli	8:30 - 9:45am	monthly meetings, no meetings in March, June, July
	2. Emily		

Marin County School Boards Association (MCSBA)	1. Michele		MCSBA events scheduled throughout school year
Community Finance Advisory Committee (CFAC)	1. Emily	7:30 - 9:00am	quarterly meetings
	2. Elli		
PTA Council	1. Emily	9:30 - 11:00am	second Tuesday of each month
	2. Elli		

**Mill Valley School District
Board Meeting Schedule for 2021**

Date	Comments
January 6, 2021	Special Meeting – Board Workshop – 3:00pm
January 13, 2021	Special Meeting – Board Workshop - 3:00pm
January 14, 2021	Regular Meeting - Mill Valley Middle School - 6:00pm
February 11, 2021	Regular Meeting – Park School - 4:30pm
March 11, 2021	Regular Meeting – Old Mill School - 4:30pm
April 15, 2021	Regular Meeting – Tam Valley School - 4:30pm
May 13, 2021	Regular Meeting - Mill Valley Middle School - 6:00pm
May 26, 2021 <i>(Weds)</i>	Study Session – 5:00pm
June 9, 2021 <i>(Weds)</i>	Regular Meeting - Mill Valley Middle School - 6:00pm
June 17, 2021	Regular Meeting - Mill Valley Middle School – 4:30pm
August 12, 2021	Regular Meeting - Mill Valley Middle School - 6:00pm
September 13, 2021	Regular Meeting - Mill Valley Middle School – 4:30pm
October 7, 2021	Regular Meeting - Mill Valley Middle School - 6:00pm
November 4, 2021	Regular Meeting - Mill Valley Middle School - 6:00pm
December 13, 2021 <i>(Mon)</i>	Regular Meeting - Mill Valley Middle School - 6:00pm

[Click here for Website](#)

Board Calendar 2021 - Overview

Month	Board Items
January	Annual Independent Audit Report PARS Supplementary Retirement Plan Recognition of Governing Board County of Marin Annual Statement of Investment School Accountability Report Cards Supt Mid-Year Informal Evaluation
February	School Safety Plan Approvals
March	Reduction of Elimination of Particular Kinds of Services Consolidated Application - Part II
April	Day of the Employee Designation
May	Consolidated Application Part I Request For Proposals - Food Service Contract Employment-Related Interdistrict Transfers Summer Lease Agreements
May	Study Session- Budget/LCAP Supt Year-End Evaluation and New Goal Setting
June (1st mtg)	Draft LCAP Public Hearing for draft LCAP Authorization to Sign Resolutions Parcel Tax Increase Budget Revision & Preliminary Budget Public Hearing for Preliminary Budget Declaration of Need - Fully Qualified Educators Approval of School Site Plans
June (2nd mtg)	Con-App Part I Contract Extensions - Supt/Asst Supt Approval of LCAP Adoption of Budget Resolution - Education Protection Account (EPA) Approval of Food Services Contract Legal Services Agreements
August	Mandated Block Grant Potentially Review Handbook

September	Certificated Assignment Authorization GANN Limit Sufficiency of Textbooks & Instructional Materials- with Public Hearing LCAP Technical Corrections Unaudited Actuals Comprehensive School Safety Plan approval Designation - Week of the School Administrator
October	Annual Accounting of Developer Fees
November	State of the Students Annual Organizational Meeting date selection Budget Development Calendar Board Meeting Calendar for 2022
December	Annual Board Reorganization Board Committee Assignments Authorization to Sign - President & Clerk Budget Revision 1st Interim Report

***All items subject to change based on necessary timeline adjustments.**

Monthly Items:

Consent Agenda: Minutes, Warrants, Payroll Certifications, Personnel Agenda
Reports: Board Reports, Superintendent Report, MVTA/CSEA Updates

Quarterly Items:

Quarterly Investment Report; Williams Complaints

As needed:

Surplus Property; surplus tech property

**Mill Valley School District
BUDGET CALENDAR FOR 2020-21**

DATE	TASK	WHO
December 14, 2020	Presentation of 2020-21 First Interim Financial Report for approval by Board of Trustees	Board of Trustees Superintendent Asst. Supt., Business Services
December 18, 2020	Student participation and engagement tracking. Suspend P-1 Attendance reporting for 2020-21.	Business Office Staff
January 2021	Governor's Proposed Budget for 2021-22; Review details of Local Control Funding Formula (LCFF), property taxes and Local Control Accountability Plan (LCAP)	California Governor's Office; State Board of Education
February – March	Continue to review, discuss and receive input regarding Community Funded, LCFF and LCAP	Public input, advisory forums and committees
February 1 - April 1	Budget review and analysis based on district goals, updated enrollment projections, establish basic budget assumptions based on Governor's budget proposal for 2021-22, including consultation with stakeholders, e.g. Kiddo!, PTAs. Supt. and/or Assistant Supt., Business Services to meet with stakeholders.	Superintendent, Business Staff Community Financial Advisory Committee (CFAC), Stakeholders, e.g. Kiddo!, PTAs School and District Staff
Prior to March 15, 2021	Presentation of 2020-21 Second Interim Financial Report for approval by Board of Trustees	Board of Trustees Superintendent Asst. Supt., Business Services
April – May	Tentative budget refinements based on most recent income and expenditure information including changes in personnel, maintenance needs, etc.	Administrative Council Business Services
April 15, 2021	Student participation and engagement tracking. Suspend P-2 Attendance reporting for 2020-21.	Business Office Staff
May-June 2021	Board review of LCAP	Superintendent & Asst. Supt., Business Services, Board of Trustees
May 15 through May 31	Budget review/revisions based on Governor's "May Revise" budget, community and Board input. Establish basic budget assumptions based on School Services of California, Inc. Consultation with stakeholders, e.g. Kiddo!, PTAs.	Administrative Council, CFAC, Stakeholders, e.g. Kiddo!, PTAs MVTA and CSEA
End of May/Early June	Publication of dates for public inspection and Public Hearing: 2021-22 proposed budget.	District Staff
Early June	Final refinements to Budget	Administrative Council
June 2021	Presentation of proposed budget to Board of Trustees.	Superintendent Board of Trustees Asst. Supt., Business Services
10 days prior to Budget Adoption	Public Inspection of 2021-22 proposed budget.	Asst. Supt., Business Services District Staff
June 2021	Public Hearing: 2021-22 LCAP and preliminary budget.	Superintendent, Director of Student Support Services, Board of Trustees, Community
Prior to June 30, 2021	2021-22 Approval of LCAP and adoption of final budget.	Superintendent, Director of Student Support Services Board of Trustees, Community
Prior to June 30	Submission of 2021-22 final budget to Marin County Superintendent of Schools.	Asst. Supt., Business Services
45 days after Governor signs Budget Act	The school district shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by the Budget Act.	Superintendent Board of Trustees Asst. Supt., Business Services
August 15, 2021	Marin County Office of Education approves or disapproves adopted budget.	Marin County Office of Education
Prior to First and Second Interims	Budget revisions and updates, including revised long-range projections, presented to Board of Trustees.	Superintendent Asst. Supt., Business Services
Prior to October 15, 2021	Presentation of 2020-21 Unaudited Actuals for approval by Board of Trustees	Superintendent Board of Trustees Asst. Supt., Business Services
Prior to December 15, 2021	Presentation of 2021-22 First Interim Report for approval by Board of Trustees.	Superintendent Board of Trustees Asst. Supt., Business Services

Updated: 11/12/2020

[Click here for board approved document](#)

**Mill Valley School District
Policies and Protocols for Effective Governance**

**Mill Valley ESD
Board Bylaw
Role Of The Board**

**BB 9000
Board Bylaws**

The Governing Board is elected by the community to provide leadership and citizen oversight of the district's schools. The Board shall work with the Superintendent to fulfill its major roles, which include:

1. Setting a direction for the district
2. Providing a basic organizational structure for the district by establishing policies
3. Ensuring accountability
4. Providing community leadership on behalf of the district and public education

To fulfill these basic responsibilities, the Board shall:

1. Involve the community, parents/guardians, students and staff in developing a common vision for the district focused on learning and achievement and responsive to the needs of all students.
2. Adopt, evaluate and update policies consistent with the law and the district's vision and goals
3. Maintain accountability for student learning by adopting the district curriculum and monitoring student progress
4. Hire and support the Superintendent so that the vision, goals and policies of the district can be implemented
5. Conduct regular and timely evaluations of the Superintendent based on the vision, goals and performance of the district, and ensure that the Superintendent holds district personnel accountable
6. Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district
7. Ensure that a safe and appropriate educational environment is provided to all students
8. Establish a framework for the district's collective bargaining process and adopt responsible agreements

9. Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels
10. Convene as a judicial and appeals body and serve as the final decision-maker in accordance with law, Board policies and negotiated agreements

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

Bylaw MILL VALLEY SCHOOL DISTRICT
adopted: October 9, 2002 Mill Valley, California

Role of the Board President:

Mill Valley ESD Board Bylaw President

BB 9121 Board Bylaws

The president shall preside at all Governing Board meetings. He/she shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the order of business and the conduct of meetings
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on parliamentary procedure
8. Put motions to a vote, and state clearly the results of the vote

The president shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

The Board President shall also perform other duties as directed by law, California Department of Education regulations and the Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board
2. Consult with the Superintendent or designee on the preparation of the Board's agendas
3. Appoint and disband all committees, subject to Board approval
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law
5. Confer with the Superintendent or designee on crucial matters which may occur

between Board meetings

6. Be responsible for the orderly conduct of all Board meetings
7. Share informational mail with other Board members

When the president resigns or is absent or disabled, the clerk/vice president shall perform the president's duties. When both the president and clerk/vice president are absent or disabled, the Board shall choose a president pro tempore to perform the president's duties.

Bylaw MILL VALLEY SCHOOL DISTRICT
adopted: October 9, 2002 Mill Valley, California

Role of the Vice President/Clerk:

**Mill Valley ESD
Board Bylaw
Clerk/Vice President**

**BB 9123
Board Bylaws**

At the annual organizational meeting, the Governing Board shall elect a clerk/vice president from its own membership.

The duties of the clerk/vice president 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 the minutes of the Board meetings following their approval
4. Sign documents as directed by the Board on behalf of the district, and sign all other items which require the signature of the clerk/vice president
5. Serve as presiding officer in the absence of the president
6. Perform any other duties assigned by the Board

**Bylaw MILL VALLEY SCHOOL DISTRICT
adopted: October 9, 2002 Mill Valley, California**

Role of the Secretary of the Board (Superintendent):

**Mill Valley ESD
Board Bylaw
Secretary**

**BB 9122
Board Bylaws**

The Superintendent or designee, acting as secretary to the Governing Board, shall have the following duties:

1. Prepare and maintain the Board agenda
2. Prepare and maintain the Board minutes
3. Maintain Board records and documents
4. Submit to Board officers the correspondence addressed to them
5. Other duties as assigned by the Board

**Bylaw MILL VALLEY SCHOOL DISTRICT
adopted: October 9, 2002 Mill Valley, California**

**Mill Valley ESD
Board Bylaw
Remuneration, Reimbursement, And Other Benefits**

**BB 9250
Board Bylaws**

Reimbursement of Expenses

Board members shall be reimbursed for traveling expenses incurred when so authorized in advance by the Board. (Education Code 35044)

The rate of reimbursement shall be the same rate specified for district personnel.

Health and Welfare Benefits

Board members may participate in the health and welfare benefits program provided for district employees.

Board members who elect to participate shall pay the full cost of premiums.

Benefits for Retired Board Members

Any member whose first term of office began on or after January 1, 1995, and any other member retiring from the Board after at least one term, may continue the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

**Bylaw MILL VALLEY SCHOOL DISTRICT
adopted: October 9, 2002 Mill Valley, California**

**Mill Valley ESD
Board Policy
Travel Expenses**

**BP 3350
Business and Noninstructional Operations**

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. Employees also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Superintendent or designee and based on the time of day that travel for district business begins and ends.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

Authorized employees may use district credit cards while attending to district business.

Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

Policy MILL VALLEY SCHOOL DISTRICT
adopted: October 23, 2002 Mill Valley, California
revised: December 14, 2017

**Mill Valley ESD
Administrative Regulation
Travel Expenses**

**AR 3350
Business and Noninstructional Operations
Professional Development Reimbursement**

These guidelines are developed for staff who participate in professional development activities and request reimbursement from their school site or the district. It is recommended that each staff meet at the beginning of the year with administrator to determine how the professional development funds will be distributed.

Site or Teacher Initiated Professional Development

- * Substitute paid by site
- * Registration fees negotiable
- * Meals which are part of the conference are paid with the registration
- * Mileage paid by site, or negotiable if over 50 miles one way
- * Food (no alcohol), airfare and hotel expenses (excluding personal expenses) negotiable
- * Teacher responsible for sharing information from training/ conference

District Initiated Professional Development

- * Substitute paid by district
- * Registration paid by district
- * Food and non-alcoholic beverages allotment for overnight conference negotiable, not to exceed \$51 per day (Suggested: breakfast \$11; lunch \$12; dinner \$23 and incidentals \$5)
- * Mileage paid by district, or negotiable if over 50 miles one way
- * Hotel expenses (excluding personal telephone calls, video rentals or other personal expenses) paid by district if over 100 miles one way
- * Airfare paid by district or negotiable
- * Teacher responsible for sharing information, providing training or developing curriculum

Other Employee Travel Reimbursement

Determination of reimbursement for site or district-initiated travel for professional training for non-certificated employees shall follow guidelines as outlined above for certificated professional development.

**Regulation MILL VALLEY SCHOOL DISTRICT
approved: April 13, 1998 Mill Valley, California
revised: October 23, 2002
revised: June 14, 2006
revised: December 14, 2017**

Meeting Preparation and Attendance

1. The purpose of a board meeting is to conduct board business in public.
2. Board of Trustees represent the community and provides oversight
3. Only a majority vote of the board at a board meeting provides direction to the Superintendent.
4. Board members should be equally informed.
5. Comply with the Brown Act and public meeting requirements.
6. The board president, board clerk, and superintendent plan each board meeting agenda to promote and support thoughtful deliberation and effective use of time.
7. The board president facilitates the board meeting.
8. The board will strive to keep open session meetings to no more than three hours.
9. Board members will read the posted agenda and accompanying material.
10. Board members will attend regularly scheduled board meetings unless an emergency occurs that makes attendance impossible.
11. Members will cooperate in scheduling special meetings and work sessions.

Managing Action items

1. The board president introduces the action item.
2. Superintendent or designee presents the item, background information and a recommendation.
3. The board president asks for public comment & manages public input.
4. The board discusses the item.
5. A motion and second are made.
6. The board votes.

Closed Session Practices/Confidentiality

1. The Brown Act established conditions for discussion of some board business in confidential, closed sessions. The Brown Act strongly supports the “public’s right to know” but recognizes that some highly sensitive matters must be discussed in a confidential setting, in part to protect the legal rights of other parties.
2. Only matters legally allowed by the Brown Act will be discussed in closed session. These matters include but are not limited to employee contract negotiations, district litigation, personnel matters, and the substance of the superintendent evaluation.
3. The public’s trust and the trust among board members are breached if confidential matters are shared in a public manner.
4. When closed session discussions are shared, there is potential for liability and violation of employee and student rights.
5. The board will maintain confidentiality around all matters discussed in closed session.
6. If a board member violates the legal requirement to keep all closed session discussions confidential, the board president and superintendent will take immediate action to rectify the matter.

Communications

1. It is essential that important and accurate information be communicated to members of the board, the staff, and the community in as timely a fashion as possible.
2. The governance team recognizes that some situations have legal or other considerations that may place restrictions on what may be told to the media or public.
3. The governance team commits to speaking with one voice. The designated spokesperson will vary depending on the issue or situation:
4. Crisis/Disaster: The superintendent is the primary spokesperson and may involve the board president at his or her discretion. The superintendent will also coordinate with the county office of education for additional information and resources.
5. Non-Crisis: The board president and the superintendent will serve as primary spokespersons.
6. Emails/documents to Board: If a communication is sent to a board member, the board member will forward that information to the Superintendent. The superintendent or board president will respond.
7. Board members may not communicate with more than one member on a topic outside of publicly agendaed meetings. Communications may be shared with the superintendent and then shared with all board members.

Evaluation of Superintendent

1. The board will evaluate the superintendent's performance annually in accordance with the contractual agreement.

Responding to Complaints and Concerns from Staff and Community

1. The board's role in hearing complaints and concerns is as a listener and to provide a community member with the appropriate person in the system to which to speak.
2. If the concern is shared via email, the trustee will forward the email to the superintendent.

Visiting Schools

1. Board members are assigned to schools and should attend school events and PTA meetings.

Board Governance Self-Assessment

1. Conducting a governance self-evaluation demonstrates accountability to the community and the willingness of the governance team to strengthen and improve governance practices.
2. The board supports continuous improvement through an evaluation of governance practices and effectiveness.
3. Annually, the board will reflect on governance practices and participate in a self-evaluation process.
4. The process will identify commendations and recommendations for improvement.

SCHOOL BOARD SELF-EVALUATION TOOL

This evaluation is a self-evaluation the board will complete annually. Each member will score each action according to how frequently it occurs. Each member will tabulate the scores and assign a number. At the end of the evaluation, the board will assign an overall number reflective of the board as a whole.

Self-Evaluation												
This action occurs:	Frequently			Occasionally			Rarely			Never		
1. The Board takes time to learn about important issues facing schools through actions such as school site visits, attendance at school functions, reading weekly Friday updates, etc.	10	9	8	7	6	5	4	3	2	1	0	
2. The Board attends monthly board preparation meetings in person or telephonically.	10	9	8	7	6	5	4	3	2	1	0	
3. The Board recognizes the superintendent as chief executive officer and educational leader of the district and designates authority to the superintendent for all personnel matters.	10	9	8	7	6	5	4	3	2	1	0	
4. The Board conducts an explicit examination of its responsibilities, discussing its role in district management.	10	9	8	7	6	5	4	3	2	1	0	
5. The Board is given and reads the agenda and background materials well in advance of meetings and directs all questions to the superintendent for staff to prepare for clarification ahead of time.	10	9	8	7	6	5	4	3	2	1	0	
6. The Board participates in in-service programs at regional, state and national levels.	10	9	8	7	6	5	4	3	2	1	0	

This action occurs:	Frequently	Occasionally	Rarely	Never
7. The Board members hold confidential items in confidence.	10 9 8	7 6 5	4 3 2	1 0
8. Once a decision is made, the Board works together to see that it is accepted and carried out. Board members recognize the value of speaking with "one voice" and refrain from unilateral action.	10 9 8	7 6 5	4 3 2	1 0
9. The Board members work collectively to carry out efficient board meetings and maintain a reasonable length of meetings.	10 9 8	7 6 5	4 3 2	1 0
10. The Board members conduct themselves in a professional manner in both words and actions.	10 9 8	7 6 5	4 3 2	1 0
11. The Board members maintain the formality of their role and uphold The Brown Act.	10 9 8	7 6 5	4 3 2	1 0
12. The Board recognizes that issues or questions of a complex nature will require a reasonable amount of time for staff to prepare answers.	10 9 8	7 6 5	4 3 2	1 0
13. Before reaching a decision on important issues, the board considers input from students or staff likely to be affected by the decision.	10 9 8	7 6 5	4 3 2	1 0
14. The Board prioritizes the needs of the district over those requests of outside organizations.	10 9 8	7 6 5	4 3 2	1 0
15. The Board maintains channels of communication with key community leaders.	10 9 8	7 6 5	4 3 2	1 0

This action occurs:	Frequently	Occasionally	Rarely	Never
16. The Board is actively involved in state and federal education legislation.	10 9 8	7 6 5	4 3 2	1 0
17. The Board sets clear organizational priorities for the year ahead and asks the superintendent to articulate his/her vision for the school district's future and offer strategies to realize that vision.	10 9 8	7 6 5	4 3 2	1 0
18. The Board compares reports on schools' progress with the district's long-term goals.	10 9 8	7 6 5	4 3 2	1 0
19. The Board has a procedure in place for conducting superintendent evaluations.	10 9 8	7 6 5	4 3 2	1 0
20. The Board members consistently make decisions in the best interest of students.	10 9 8	7 6 5	4 3 2	1 0

OVERALL GRADE:

_____ /200

_____ %

GRADE:

COMMENTS: _____

GOALS: _____

Important Links

[Board Information on MVSD Website](#)

[Board Policies and Board Bylaws](#)

[Mill Valley Teachers Association \(MVTA\) contract](#)

[California School Employees Association \(CSEA\) contract](#)