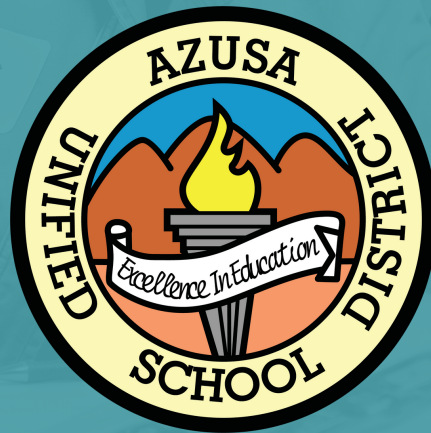


AZUSA UNIFIED SCHOOL DISTRICT

# BOARD OF EDUCATION HANDBOOK





## TABLE OF CONTENTS

Contact Information.....	1
Vision, Mission & Strategic Goals .....	2
Core Values & Norms .....	3
Governance & Leadership Team Protocols .....	5
Board Calendar .....	9
Organizational Chart .....	10
District Highlights .....	14
Board Policies .....	15
Acronyms .....	17



**Azusa Unified School District  
Board of Education**

**President**

Sabrina Bow, Ed.D.  
sbow@azusa.org

**Vice President**

Yolanda Rodriguez-Peña  
ypena@azusa.org

**Clerk**

Gabriela Arellanes  
garellanes@azusa.org

**Member**

Adrian Greer  
agreer@azusa.org

**Member**

Sandra Benavides  
sbenavides@azusa.org

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**Cabinet**

**Superintendent**

Arturo Ortega  
aortega@azusa.org

**Assistant Superintendent | Business Services**

Latasha D. Jamal  
ljamal@azusa.org

**Assistant Superintendent | Educational Services**

Norma Camacho  
ncamacho@azusa.org

**Assistant Superintendent | Human Resources**

Jorge A. Ronquillo  
jronquillo@azusa.org



## VISION

Each student will be a problem solver, critical thinker, an effective communicator, and a positive contributor to the community.

## MISSION

We ensure each student attains or exceeds academic proficiency, graduates from AUSD, and is college and career ready.

# STRATEGIC GOALS

## 1. STUDENT LEARNING

Each student will receive rigorous instruction that leads to mastery of the Common Core State Standards as measured by district, state, and national assessments.

## 2. HUMAN RESOURCES

We value our staff and provide the professional development necessary to support our district goals.

## 3. FISCAL RESPONSIBILITY

We manage our fiscal resources responsibly and align budget decisions with district goals and priorities.

## 4. COMMUNITY ENGAGEMENT

We empower students, staff, families, parents, and community members in ownership of our schools to support student achievement.

## 5. FACILITIES

Our facilities will be safe, clean, well-equipped, and maintained for learning with state-of-the-art technology and multiple extra-curricular and co-curricular opportunities.





# **CORE VALUES**

**COLLABORATION**

**HONESTY & INTEGRITY**

**BEING STUDENT-CENTERED**

**ACCOUNTABILITY**

**EQUITY & EXCELLENCE**

**TRANSPARENCY**



# BOARD MEETING **NORMS**

- ✓ Make sure each member's voice is heard.
- ✓ Turn off cell phones or set them to vibrate.  
No texting during meetings.
- ✓ Be present and prepared.
- ✓ Operate with trust.
- ✓ Keep confidential items confidential.
- ✓ Honor time; be effective and efficient with discussions  
on board agenda items and board comments.
- ✓ Disagree agreeably.
- ✓ Stay on task with the board agenda.
- ✓ Assume good intentions.
- ✓ Be respectful of others. Engage in civil discourse.
- ✓ Keep meetings "light" with humor.
- ✓ Put aside personal issues.
- ✓ Filter out the business of adults; focus on students.



## **Azusa Unified School District Governance and Leadership Team Protocols**

Exceptional Boards make governance intentional and invest in the structures and practices that address changing circumstances. Protocols are tools to strengthen the capacity of the leadership team to engage in a constructive and positive relationship. They are grounded in a mutual understanding of the respective roles and responsibility of the Board and the Superintendent in order to provide transparency and stability for the District. The Azusa Unified School District Governance and Leadership Team Members have established the following working protocols:

### **Communications**

1. The Superintendent and Board members commit to open dialogue with one another.
2. The Superintendent will provide relevant, timely and thorough information to Board members through the weekly Board Memo.
3. In order to ensure that all Board members receive the same information and to keep the Superintendent informed of Board members' questions and concerns, requests for information should come to the Superintendent and/or the appropriate Cabinet member. All Board members will receive the information if requested during a Board Meeting.
4. The Superintendent can be reached by email, cell phone (call or text), or office phone if a Board member needs to reach the Superintendent.
5. Board members understand the distinction between Board and staff roles and will refrain from performing management functions that are the responsibility of the Superintendent and staff.
6. The Superintendent and Board members commit to avoiding surprises to the Governance team and staff.

### **Maintaining Confidentiality**

1. The Board, Superintendent and Cabinet members agree to maintain the confidentiality of all closed session and privileged communication as required by Education Code. This includes matters related to personnel issues, litigation, real property negotiations, and labor negotiations.
2. Board members should address concerns to the Superintendent and/or Cabinet members and not to individual staff members.
3. Board members will not personally advocate for an individual's hiring or promotion.
4. The Board will provide clear parameters to the District's negotiation team members and will not address issues of negotiations with employee bargaining unit members.



### **Board Member Role in Public**

1. Board members are encouraged to be visible at schools and in the community. Board members, in their official capacity, visiting classrooms at a school are requested to inform the Superintendent and Principal in advance.
  2. If the media reaches out to Board members they should:
    - a. Refer them to the Communication Office and/or the Superintendent
      - i. Possible responses:
        1. "Thank you for reaching out, let me refer you to our Director of Communications. She can be reached at any time at 626-506-9809."
        2. "That is a great question, let me refer you to our Superintendent. He can be reached at 626-858-6152."
        3. "I appreciate the opportunity to respond to your questions, let me refer you to our Director of Communications. She can be reached at any time at 626-506-9809."
    - b. Contact the Superintendent
- The Board President and Superintendent/designee are the official spokespersons for the District.
3. Individual Board members represent the District in an official capacity only when they are appointed by the Board in that capacity.
  4. Board members should be careful in their use of social media to ensure that all communications support the vision and mission of the school district. Board members should not comment on matters upon which the Board has not decided; decisions that have been made by the Board but with which they disagree personally; or confidential matters.

### **Handling Concerns**

1. The Board and Superintendent are committed to having parent and/or staff concerns handled at the lowest possible level in the organization, where those involved in the issue can resolve the matter.
2. Board members will refer parent or staff concerns to the Superintendent; the concern will be investigated in a timely manner; and the Superintendent and/or appropriate Cabinet member will respond and communicate back to the complainant and the Board member.
3. A Board member forwarding a complaint will not be perceived as endorsing the complaint.

### **Prior to Board Meetings**

1. Board members will thoroughly read materials before the board meeting and will make every attempt to contact the Superintendent with any questions they have on the agenda at least 24 hours before the meeting.



2. Board members' questions will be answered in advance of the Board meeting.
3. Board members will not discuss items that the Board will be acting on with more than one other Board member.
4. Board members will make an effort to notify the Superintendent in advance of their intent to remove an item from the consent calendar.

### **Board Meetings**

1. All Board members will have an opportunity to speak to any items on the agenda, and the Board President will acknowledge individual Board members prior to making a comment.
2. All Board members have an opportunity to speak to any items on the agenda. In order to speak:
  - a. Board members should raise their hand and/or call the Board President to get their attention.
  - b. The Board President will acknowledge individual Board members to speak.
3. Each Board member will respect the right of other Board members to hold an opposing point of view and, following a Board vote, will respect the decision made by the Board.
4. All Board members and cabinet members will be respectful to each other, to presenters, and to attendees, and recognize the impact of comments and tone made in public toward one another. If at any time there is a concern, the Board President and/or Superintendent will work to resolve the issue prior to the next Board meeting.
5. Study sessions will be scheduled throughout the year on issues that require extensive discussion.
6. Board and management team members will remain engaged at all meetings and avoid distractions not related to the meeting.
7. Board members will attend all scheduled Board meetings unless there is an extenuating circumstance.
8. Board members will attempt to be ready to begin the meeting at least five minutes prior to the Board Meeting start time.

### **Frequently Asked Questions**

1. Can a Board member attend bargaining unit member meetings?
  - a. Yes, Board members may attend bargaining unit member meetings in the spirit of building relationships
  - b. As always, closed session items may not be discussed at such meetings
2. If a Board member is at a school function, should they inform the site administrator that they are there?
  - a. Yes, it is a good practice that they alert the site administrators.
3. How does a Board member request that an item be agendaized on a Board meeting?
  - a. Board member should submit a request to the Board President and/or Superintendent to be added to the next feasible Board meeting



4. When can a Board Member request that something be on a future agenda?
  - a. Board members may request that an issue be agendaized by making a request to the Board President or Superintendent prior to a Board Meeting and/or at a Board meeting. The item will be placed for discussion at a subsequent Board meeting, and staff will prepare an appropriate background.
5. What should I do in the event of conflict among governance team members?
  - a. If at any time there is a concern, you should contact the Board President and/or Superintendent to work on resolving the issue prior to the next Board meeting.
6. What do I do if I want to ask a question from our legal firm?
  - a. No Board Member, except the Board President, can contact the legal firm unless authorized by a majority of the Board.
  - b. If you have a question, you can contact the Board President and/or the Superintendent.
  - c. Here is the language from BB 9124 Attorney:
    - i. At his/her discretion, the Board president, Superintendent, or designee, may confer with district legal counsel subject to any limits or parameters established by the Board. In addition, the Superintendent or Board president may contact district legal counsel to provide the Board with legal information or advice when so directed by a majority of the Board.
    - ii. Individual Board members other than the Board president may not seek advice from district legal counsel on matters of district business unless so authorized by a majority of the Board.





# AZUSA UNIFIED SCHOOL DISTRICT

## BOARD MEETING DATES

### 2023 - 2024



Date	Meeting	Location	Closed Session	Open Session
August 8	Board Meeting	Board Room	5:30 p.m.	7:00 p.m.
August 22	<b>Governance Workshop</b>	Board Room	-	5:30 p.m.
September 12	Board Meeting	Board Room	5:30 p.m.	7:00 p.m.
September 26	Board Meeting/ <b>Study Session</b>	Board Room	-	5:30 p.m.
October 10	Board Meeting	Board Room	5:30 p.m.	7:00 p.m.
November 14	Board Meeting	Board Room	5:30 p.m.	7:00 p.m.
December 5	Board Meeting/ <b>Study Session</b>	Board Room	-	5:30 p.m.
December 12	Board Meeting	Board Room	5:30 p.m.	7:00 p.m.
January 9	Board Meeting – <b>Classified of the Year</b>	Sierra HS	5:30 p.m.	7:00 p.m.
January 23	<b>Governance Workshop</b>	Board Room	-	5:30 p.m.
February 6	Board Meeting/ <b>Study Session</b> – LCFF & LCAP	Board Room	-	5:30 p.m.
February 13	Board Meeting – <b>Parent of the Year</b>	Sierra HS	5:30 p.m.	7:00 p.m.
March 12	Board Meeting	Board Room	5:30 p.m.	7:00 p.m.
April 9	Board Meeting/ <b>Study Session</b>	Board Room	-	5:30 p.m.
April 23*	Board Meeting – <b>Teacher of the Year</b>	Sierra HS	5:30 p.m.	7:00 p.m.
May 7*	Board Meeting	Board Room	5:30 p.m.	7:00 p.m.
June 11	Board Meeting – <b>Manager of the Year</b>	Board Room	5:30 p.m.	7:00 p.m.
June 18*	Board Meeting	Board Room	5:30 p.m.	7:00 p.m.

\*Indicates a Tuesday that is not the second Tuesday of the month.

Revised 06/2023



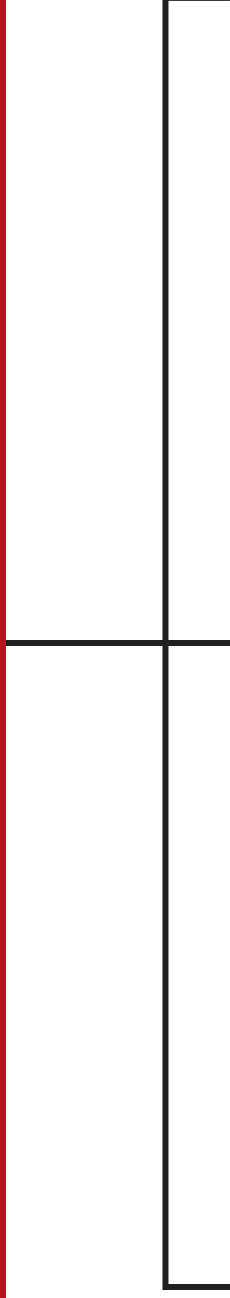
# SUPERINTENDENT

## Arturo Ortega



# ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

**Latasha D. Jamal**



**DIRECTOR OF FISCAL  
SERVICES**

**Shannon Norris**

**DIRECTOR OF  
MAINTENANCE,  
OPERATIONS, AND  
TRANSPORTATION**

**Brian Allen**

**DIRECTOR OF NUTRITION  
SERVICES**

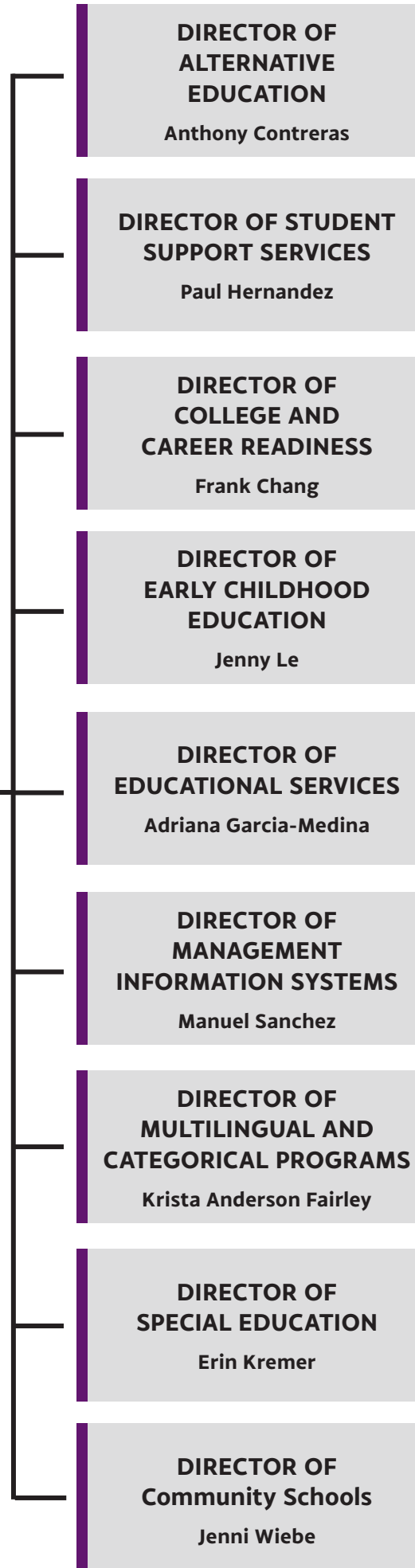
**Stella Ndahura**



**Azusa**  
Unified School District

# ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES

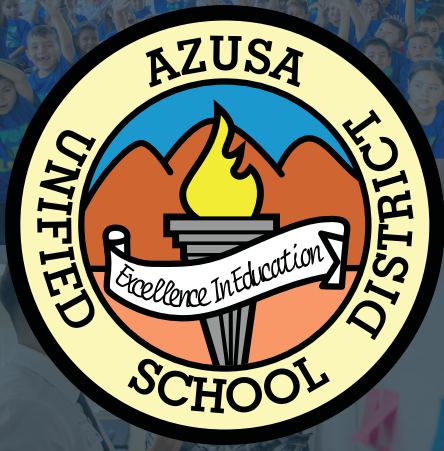
**Norma Camacho**



# ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

Jorge A. Ronquillo





# Azusa

## Unified School District

PREPARING STUDENTS FOR LIFE



Dual-Language Immersion (Pre K–12)



K–12 Stem Academy



International Baccalaureate (IB) Diploma Programme, Early College Program (ECP), Advanced Placement (AP)



Award-Winning Band, Orchestra, and Mariachi



Early Childhood Education, Transitional Kindergarten, and Kindergarten programs (ages 3–5)



NAFTrack certified academies such as Engineering & Computer Science, Automotive Design, Business & Finance, and Health Science



Middle and High School Athletics



Powell Elementary School of the Arts



**azusa.org**  
**(626) 967-6211**



AzusaUnifiedSD





The Azusa Unified School District Board Policies can be accessed online using the GAMUT system. Click the policy title below to view the board bylaws and exhibits in detail.

[BB 9000 Role of the Board](#)

[BB 9005 Governance Standards](#)

[BB 9010 Public Statements](#)

[BB 9011 Disclosure of Confidential/Privileged Information](#)

[BB 9012 Board Member Electronic Communications](#)

[BB 9100 Organization](#)

[BB 9110 Terms of Office](#)

[BB 9121 President](#)

[BB 9122 Secretary](#)

[BB 9123 Clerk](#)

[BB 9121.1 Vice President](#)

[BB 9124 Attorney](#)

[BB 9130 Board Committees](#)

[BB 9140 Board Representatives](#)

[BB 9150 Student Board Members](#)

[BB 9200 Limits of Board Member Authority](#)

[BB 9220 Governing Board Election](#)

[BB 9222 Resignation](#)

[BB 9223 Filling Vacancies](#)

[BB 9224 Oath or Affirmation](#)

[BB 9230 Orientation](#)



[BB 9240 Board Training](#)

[BB 9250 Remuneration](#)

[E 9250 Remuneration, Reimbursement, and Other Benefits](#)

[BB 9260 Legal Protection](#)

[BB 9270 Conflict of Interest](#)

[E 9270 Conflict of Interest](#)

[BB 9310 Board Policies](#)

[BB 9314 Suspension of Policies, Bylaws, Administrative](#)

[BB 9320 Meetings and Notices](#)

[BB 9321 Closed Session](#)

[BB 9322 Agenda/Meeting Materials](#)

[BB 9323 Meeting Conduct](#)

[BB 9323.2 Actions By The Board](#)

[E 9323.1 Actions By The Board](#)

[E 9323.2 Actions By The Board](#)

[BB 9324 Minutes and Recordings](#)

[BB 9330 Membership in Associations/Organizations](#)

[BB 9400 Board Self-Evaluation](#)



**a-g:** UC/CSU required courses for college entrance

**AL Meeting:** All Leaders Meeting

**AP:** Advanced Placement

**APE:** Adaptive Physical Education

**ASD:** Autism Spectrum Disorder

**AT:** Assistive Technology

**CAASPP:** California Assessment of Student Performance and Progress

**CCSS:** Common Core State Standards

**CDE:** California Department of Education

**CHKS:** CA Healthy Kids Survey

**CSU:** California State University

**CTE:** Career Technical Education

**DELAC:** District English Learner Advisory Committee

**DI:** Dual Immersion

**DHH:** Deaf or Hard of Hearing

**EAP:** Early Assessment Program

**ECP:** Early College Program

**ED:** Emotional Disturbance

**ELA:** English Language Arts

**ELAC:** English Learners Advisory Committee (school site)

**ELD:** English language development

**ELPAC I:** English Language Proficiency Assessments for California Initial. The state's initial language assessment to determine language proficiency

**ELPAC SA:** English Language Proficiency Assessments for California Summative Assessment. The state's annual language assessment to determine language proficiency

**EL or ELL:** English Language Learner/ emerging bilingual student(s)

**ERWC:** English Reading & Writing Course

**FAPE:** Free Appropriate Public Education

**FTE:** Full-Time Equivalent

**IB:** International Baccalaureate Program

**IDEIA:** (aka IDEA) Individuals with Disabilities Education Improvement Act

**IEE:** Independent Educational Evaluation

**IEP:** Individualized education plan

**IFEP:** Initial Fluent English Proficient

**IL Meeting:** Instructional Leaders Meeting

**K:** Kindergarten

**LACOE:** Los Angeles County Office of Education

**LCAP:** Local Control and Accountability Plan

**LCFF:** Local Control Funding Formula

**LEA:** Local Education Area

**LEP:** Limited English Proficient



**LTEL:** Long-term English Learner  
**ML Meeting:** Management Leaders Meeting  
**MOE:** Maintenance of Effort  
**O&M:** Orientation and Mobility  
**OHI:** Other Health Impairment  
**OI:** Orthopedic Impairment  
**NGSS:** Next Generation Science Standards  
**PAC+:** Parent Advisory Committee +  
**PK:** Pre-Kindergarten (pre-school)  
**PLC:** Professional Learning Community  
**PD:** Professional Development  
**PSAT:** Preliminary Scholastic Aptitude Test  
**RFEP:** Reclassified Fluent English Proficient  
**RSP:** Resource Specialist Program  
**ROP:** Regional Occupational Program  
**RTI:** Response to Intervention  
**S & C:** Supplemental and Concentration funds  
**SAI:** Specialized Academic Instruction  
**SARC:** School Accountability Report Card  
**SAT:** A college entrance exam  
**SBAC:** Smarter Balanced Assessment Consortium  
**SDC:** Special Day Class  
**SED:** Socio-economically disadvantaged  
**SERC:** Special Education Resource Center  
**SELPA:** Special Education Local Plan Area  
**SLD:** Specific Learning Disability  
**SSC:** School Site Council  
**SST:** Student Study Team  
**STEM:** Science Technology, Engineering, Math  
**SPED:** Special Education  
**SWD:** Students with disabilities  
**TK:** Transitional Kindergarten  
**TOSA:** Teacher on Special Assignment  
**UC:** University of California  
**UDPs/High Need Students:** Unduplicated Pupils (English learners, low-income, foster youth)  
**VI:** Visual Impairment



## AUSD SCHOOLS

### **DALTON ELEMENTARY SCHOOL**

500 East Tenth Street  
Azusa, CA 91702

### **HODGE ELEMENTARY SCHOOL**

700 West Eleventh Street  
Azusa, CA 91702

### **LEE ELEMENTARY SCHOOL**

550 North Cerritos Avenue  
Azusa, CA 91702

### **MAGNOLIA ELEMENTARY SCHOOL**

945 East Nearfield Street  
Azusa, CA 91702

### **MURRAY ELEMENTARY SCHOOL**

505 East Renwick Road  
Azusa, CA 91702

### **PARAMOUNT ELEMENTARY SCHOOL**

409 West Paramount Street  
Azusa, CA 91702

### **VALLEYDALE ELEMENTARY SCHOOL**

700 South Lark Ellen Avenue  
Azusa, CA 91702

### **AZUSA HIGH SCHOOL**

240 North Cerritos Avenue  
Azusa, CA 91702

### **GLADSTONE MIDDLE SCHOOL**

1340 North Enid Avenue  
Covina, CA 91722

### **SIERRA HIGH SCHOOL**

1040 East Gladstone Street  
Azusa, CA 91702

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### **LONGFELLOW PK-K SCHOOL**

245 West Tenth Street  
Azusa, CA 91702

### **MAGNOLIA ADULT TRANSITION PROGRAM**

945 East Nearfield Street  
Azusa, CA 91702

### **AZUSA ADULT EDUCATION CENTER**

1040 East Gladstone Street  
Azusa, CA 91702