

**AGENDA/MEETING MATERIALS****Agenda Content**

Governing Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item, as well as on matters that are not on the agenda but are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

**Deleted:** before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings

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Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall specify that an individual shall contact the Superintendent or designee if he/she requires disability-related accommodations or modifications including auxiliary aids and services, in order to participate in the Board meeting.

**Agenda Preparation**

The Board President and the Superintendent, as Secretary to the Board President shall jointly develop the agenda for each regular and special meeting. The Board President and Superintendent shall jointly decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, an information item that does not require immediate action or Board discussion, or a discussion item that requires Board discussion but no vote, or consent item that is routine in nature and for which no discussion is anticipated.

Any Board member may request that an item be placed on the agenda of a regular meeting. In order for such an item to be placed on the agenda of a particular meeting and for the Board President and Superintendent to determine the type of item, the request must be made four weeks prior to the meeting date.

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Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. although requests for an agenda item to be placed on the agenda of a specific meeting date will not necessarily be able to be accommodated. The request shall be submitted in writing to the Board President or the Superintendent or designee with supporting documents and information. The Board President and Superintendent shall jointly decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. If a request from a member of the public is within the subject matter jurisdiction of the Board, the Board President and the Superintendent shall jointly determine when and how the item shall be placed on a future Board meeting agenda unless the Board President and the

**AGENDA/MEETING MATERIALS** (continued)

Superintendent jointly determine that the request is merely a request for information in which case the Superintendent or designee shall treat the request as an information request under the Public Records Act. If the Board President and the Superintendent jointly determine that the request from a member of the public is not within the subject matter jurisdiction of the Board, it shall not be placed on the agenda.

If there is not enough information to respond, the President and Superintendent may request additional information.

Any Board action that involves borrowing any amount or spending \$50,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. Any action placed on the consent agenda and approved is determined to have been discussed, considered, and deliberated. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

**Consent Items**

In order to promote efficient meetings, the Board may act upon more than one item together by a single vote through the use of a consent agenda. Consent agenda items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

**Agenda Dissemination to Board Members**

At least three days before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet or the agenda and agenda packet shall be posted online and each Board member shall be notified how to access the agenda and agenda packet online.

At least one day before a special meeting, each Board member shall be provided a copy of the agenda and agenda packet or the agenda and agenda packet shall be posted online and each Board member shall be notified how to access the agenda and agenda packet online.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

**AGENDA/MEETING MATERIALS** (continued)

**Agenda Dissemination to Members of the Public**

The Superintendent or designee shall mail a hardcopy or shall email an electronic copy of the agenda or agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. Any request for copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year.

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall post the document online as part of the agenda packet and shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, provided that the document is a public record under the Public Record Act. (Government Code 54957.5)

Any document prepared by the Superintendent or designee, by the Board, or by an individual Board member and distributed to the Board during a public meeting shall be made available for public inspection at the meeting. Documents presented to the Board by the Superintendent or designee during a Board meeting shall be made available online within 24 hours of presentation.

Upon request, the Superintendent or designee shall make any document distributed by an individual who is not a District official or employee to the Board or Superintendent at a board meeting available for public inspection within 24 hours after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

*Legal Reference: (see next page)*

**AGENDA/MEETING MATERIALS (continued)**

*Legal Reference:*

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Public records

54960.2 Challenging board actions; cease and desist

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

*Mooney v. Garcia*, (2012) 207 Cal.App.4th 229

*Caldwell v. Roseville Joint Union High School District*, 2007 U.S. Dist. LEXIS 66318

*Management Resources:*

CSBA PUBLICATIONS

*Call to Order: A Blueprint for Great Board Meetings*, 2010

*The Brown Act: School Boards and Open Meeting Laws*, rev. 2009

ATTORNEY GENERAL PUBLICATIONS

*The Brown Act: Open Meetings for Legislative Bodies*, rev. 2003

WEB SITES

CSBA, Agenda Online: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

Bylaw

adopted: May 21, 2003

revised: September 24, 2008

revised: June 15, 2016

**BERKELEY UNIFIED SCHOOL DISTRICT**

Berkeley, California