

**CLOSED SESSION**

**BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS**

The Governing Board meeting agenda shall include the following description of a closed session item, as applicable:

**Personnel Matters**

**PUBLIC EMPLOYEE APPOINTMENT**

Government Code 54957

Title:

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*(Specify position to be filled)*

**PUBLIC EMPLOYMENT**

Government Code 54957

Title:

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*(Specify position to be filled)*

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Government Code 54957

Title:

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*(Specify position of employee being evaluated)*

**PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Government Code 54957

*(No additional information is required. An employee's dismissal or nonrenewal shall not be reported until the employee has first exhausted any right to a hearing or other administrative remedy.)*

**SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE**

Government Code 54957

*(No additional information is required.)*

**EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED  
COMPENSATION PLAN**

Government Code 54957.10

*(No additional information is required.)*

**CLOSED SESSION (continued)**

**Negotiations/Collective Bargaining**

CONFERENCE WITH LABOR NEGOTIATORS  
Government Code 54957.6

District-designated representatives:

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*(Specify names of representatives attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session.)*

Employee organization:

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*(Specify name of employee organization with which negotiations are being held.)*

or

Unrepresented employee:

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*(Specify position of unrepresented employee who is the subject of the negotiations.)*

**Matters Related to Students**

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION  
Education Code 35146  
Student identification number:

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*(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)*

STUDENT EXPULSION  
Education Code 48912  
Student identification number:

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*(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)*

STUDENT GRADE CHANGE APPEAL  
Education Code 49070  
Student identification number:

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*(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)*

**CLOSED SESSION (continued)**

**CONFIDENTIAL STUDENT MATTER**

Action under consideration:

\_\_\_\_\_  
*(If the Board is considering a confidential student matter other than those listed above, specify type of action.)*

Student identification number:

\_\_\_\_\_  
*(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)*

**Security Matters**

**THREAT TO PUBLIC SERVICES OR FACILITIES**

Government Code 54957

Consultation with: \_\_\_\_\_

*(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)*

**DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN**

Education Code 32281

Consultation with: \_\_\_\_\_

*(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)*

**Real Property Negotiations**

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Government Code 54956.8

Property:

\_\_\_\_\_  
*(Specify street address or, if no street address, the parcel number or other unique reference of the real property under negotiation.)*

District negotiator:

\_\_\_\_\_  
*(Specify names of negotiators attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session.)*

**CLOSED SESSION (continued)**

Negotiating parties: \_\_\_\_\_  
(Specify name of party, not agent.)

Under negotiation: \_\_\_\_\_  
(Specify whether instruction to negotiator will concern price, terms of payment, or both.)

**Pending Litigation**

**CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**  
Government Code 54956.9(d)(1)

Name of case: \_\_\_\_\_  
(Specify by reference to claimant's name, names of parties, or case or claim numbers.)

or

Case name unspecified, as identification of the case would jeopardize service of process or existing settlement negotiations.

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Government Code 54956.9(d)(2) or (3)

Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3).  
Number of potential cases: \_\_\_\_\_

Or

Initiation of litigation pursuant to Government Code 54956.9(d)(4). Number of potential cases: \_\_\_\_\_

If applicable, facts and circumstances: \_\_\_\_\_  
(The district may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to Government Code 54956.9(e)(2)-(5). These include facts and circumstances, such as an accident, disaster, incident, or transactional occurrence that might result in litigation against the district and that are known to potential plaintiff(s).)

**Joint Powers Authority Issues**

**LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY**  
Government Code 54956.95

Name of claimant(s): \_\_\_\_\_

**CLOSED SESSION (continued)**

*(Specify name, except pursuant to Government Code 54961 when the claimant is a victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.)*

Name of agency against which the claim is made: \_\_\_\_\_

CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT  
Government Code 54956.96

Name of JPA: \_\_\_\_\_

Discussion will concern:

\_\_\_\_\_  
*(Specify closed session description used by the JPA.)*

Name of district representative on JPA board:

\_\_\_\_\_  
Names of agencies or titles of representatives attending the closed session as consultants or other representatives, if applicable: \_\_\_\_\_  
\_\_\_\_\_

**Review of Audit from State Auditor's Office**

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE  
Government Code 54956.75  
*(No additional information is required.)*

**Review of Assessment Instruments**

REVIEW OF STUDENT ASSESSMENT INSTRUMENT  
Education Code 60617

The Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program. Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

**CLOSED SESSION**

**REPORTS OF CLOSED SESSION ACTIONS**

Following a closed session during any Governing Board meeting, the Board shall reconvene in open session to present, orally or in writing, a report of any of the following actions taken during the closed session, as applicable:

**Personnel Matters**

Title of position: \_\_\_\_\_

Action taken: \_\_\_\_\_  
*(e.g., appointment/employment/evaluation/discipline/dismissal/release)*

Board member votes/abstentions: \_\_\_\_\_

**Negotiations/Collective Bargaining**

Approval of final agreement with represented employees

Item approved: \_\_\_\_\_

Other party/parties to the negotiation: \_\_\_\_\_

Board member votes/abstentions: \_\_\_\_\_

**Matters Related to Students**

*(Final action must be taken in open session. It is recommended that the student's name not be disclosed.)*

**Security Matters**

Action taken: \_\_\_\_\_  
*(e.g., consultation with law enforcement; approval of contract or memorandum of understanding; approval of tactical response plan, without disclosing the details of the plan)*

Board member votes/abstentions: \_\_\_\_\_

**Real Property Negotiations**

Action taken: \_\_\_\_\_  
*(Report if Board approves a final agreement concluding real estate negotiations. If final approval rests with the other party, report as soon as the other party has approved the agreement.)*

**CLOSED SESSION (continued)**

Substance of the agreement: \_\_\_\_\_

Board member votes/abstentions: \_\_\_\_\_

**Existing Litigation**

Action taken related to existing litigation:

\_\_\_\_\_  
*(e.g., approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation; or approval to legal counsel of a settlement of pending litigation at any stage prior to or during a judicial or quasi-judicial proceeding. If final approval of settlement rests with the other party, report to any person upon request once the settlement is final.)*

Adverse party/parties, if known: \_\_\_\_\_

Substance of the litigation: \_\_\_\_\_

Board member votes/abstentions: \_\_\_\_\_

**Anticipated Litigation**

Action taken: The Board has given approval to legal counsel to initiate or intervene in a lawsuit. The action, defendants, and other details will be disclosed to any person upon request after the lawsuit is commenced, unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.

*(The report does not need to initially identify the action, defendants, or other details.)*

Board member votes/abstentions: \_\_\_\_\_

**Joint Powers Agency Issues****LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY**

Name of claimant(s): \_\_\_\_\_

Name of agency against which the claim is made: \_\_\_\_\_

Substance of the claim: \_\_\_\_\_

Monetary settlement agreed upon by the claimant: \_\_\_\_\_

Board member votes/abstentions: \_\_\_\_\_

**CLOSED SESSION (continued)**

**CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT**

Name of JPA: \_\_\_\_\_

Action taken: \_\_\_\_\_  
*(Law does not include any specific disclosures to be reported.)*

Board member votes/abstentions: \_\_\_\_\_

**Review of Audit from State Auditor's Office**

Action taken: The Board reviewed the confidential final draft audit report received from the California State Auditor's Office and has prepared a response.  
*(No additional information is required. Unless otherwise exempted by law, after the audit report is subsequently released to the public, any Board discussion of the report must be conducted in open session.)*

**Review of Assessment Instruments**

Action taken: The Board reviewed the contents of a student assessment instrument approved or adopted for the statewide testing system.