

Bylaw 9322: Agenda/Meeting Materials

Status: ADOPTED

Original Adopted Date: 09/23/2003 | **Last Revised Date:** 04/12/2022 | **Last Reviewed Date:** 04/12/2022

Agenda Content

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning.

Each agenda 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 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.~~ However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting of a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting and that the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda for a regular Board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

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

The agenda shall ~~specify that include information regarding how, when, and to whom a request should be made if~~ an individual ~~who~~ requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting ~~should contact the Superintendent or designee in writing.~~ (Government Code 54954.2)

Agenda Preparation

The Board president and the Superintendent, as ~~Secretary~~ secretary to the Board, ~~in consultation with the Board president,~~ shall ~~prepare work together to develop~~ the agenda for each regular and special meeting. A standing invitation shall be extended to the Board Clerk and to one other Board member who shall participate in rotation with the remaining five Board members. Rotation shall commence with the Board

member to the left of the Board Clerk and proceed to the left for successive meetings.

The Board President, Board Clerk and one rotating Board member (the Agenda Review Committee), shall meet with the Superintendent and members of the Cabinet, as appropriate, on the Tuesday prior to the week of the next Board meeting.

Any Board member or ~~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. The request ~~must be in writing and shall~~ be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least ~~one week~~ eight days before the scheduled meeting date. Items submitted less than ~~a week~~ eight days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

~~The Board President, in consultation with the Board Clerk and rotating Board member,~~ The Agenda Review Committee, along with the Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. ~~If denied, a public explanation shall be communicated to the requestor within thirty days of the request by the Board Clerk at the next appropriate Board meeting. In addition,~~ In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation ~~before placing the item on the agenda.~~

Once the Agenda Review Committee makes a determination whether a request from a member of the public may or may not be placed on the agenda, the determination may not change without consent of the entire Agenda Review Committee.

~~The Board President and Superintendent shall,~~

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Agenda Review Committee shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, ~~informational item or consent item.~~

~~Any Board action that involves borrowing \$100,000 or more shall be discussed, considered and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)~~

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

Consent Items Board vote or an information item that does not require immediate action.

In order to promote efficient meetings, the Board may bundle a number of items and act upon ~~more than one item~~ them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature ~~or~~ and items for which ~~no~~ Board discussion is not anticipated and for which the Superintendent recommends approval.

~~In accordance with law, When any Board member requests the public has a right to comment on any consent item. At the request~~ removal of any member of the Board, ~~any~~ an item ~~on~~ from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

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

Agenda Dissemination

~~A copy of the agenda shall be forwarded to each Board member at~~ Members

At least ~~three days~~ five days before each regular meeting, ~~together with~~ each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, ~~citizens~~ and others; and other available documents pertinent to the meeting.

When special meetings are called, ~~the Superintendent and President shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible. Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)~~

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ~~request additional information on agenda items.~~

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

~~The Superintendent or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who requests the items.~~ ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed

meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

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 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. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the 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. (Government Code 54954.1)

Any request for mailed 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. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee ~~as determined by the Superintendent or designee.~~ as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection 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)
