

# RAVENSWOOD CITY SCHOOL DISTRICT

## BOARD OF TRUSTEES

### REGULAR BOARD MEETING

Board Meeting Room  
2120 Euclid Avenue  
East Palo Alto, CA 94303

*Board Members:*

Tamara Sobomehin, President  
Stephanie Fitch, Vice President  
Marielena Gaona-Mendoza, Clerk  
Ana Maria Pulido, Member  
Sharifa Wilson, Member

### Draft MINUTES January 10, 2019

1. **CALL TO ORDER/ROLL CALL.**

President Sobomehin called the meeting to order at 6:00 p.m. Trustees Sobomehin, Fitch, Gaona Mendoza and Pulido were present. Trustee Wilson was out town.

2. **APPROVAL OF AGENDA.**

MSC (Gaona Mendoza/Fitch) to approve the agenda. Motion carried unanimously (4-0).

3. **FROM THE FLOOR.** No one addressed the Board From the Floor.

4. **BOARD OF TRUSTEES**

School Board Training, pursuant to Government Code Section 54950 et seq. and Government Code Section 6250 et seq.

Deputy County Counsel, Rosendo Padilla, provided a PowerPoint presentation and answered questions from the Board on the following Board Bylaws: (a) Agenda Requirement: Effective notice is essential for an open and public meeting. Regular Meeting –72 hours prior, Special Meeting –24 hours prior; (b) No consideration of matters not properly agendaized, unless the majority vote determines emergency exist. Two-thirds vote determines need to take immediate action if the matter came to agency's attention after agenda posted; (c) Rights of the Public; (d) Limited Circumstances where Board may speak to item NOT on the Agenda: Brief response to statements or questions, Brief announcement or report on own activities, Ask questions for clarification, Refer to staff for information, Request staff to report back, Direct staff to place matter on future agenda; (e) Closed Session –Allowed for specific grounds: Litigation, Personnel, Real Property, Labor Negotiations and must report out action taken in open session; (f) Disclosure of Information from Closed Session: Disclosure or leaking of information learned in closed session is prohibited. Disclosure permitted when: Legislative body grants consent, Confidential inquiry to DA or Grand Jury due to perceived violation of law, Information that is not confidential; (g) Consequences of Brown Act Violations; (h) Public Records; (i) Principle behind public records act; (j) What is a Public Record. Public Records include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. Public records shall be open for public inspection; (k) E-mail: Assume e-mail is public information, Do not send anything you do not want to read in the newspaper, Less is more; (l) What is not a Public Record? 76 exemptions where records may be

withheld and not disclosed to the public. If agency receives a public records request, it is required to: Respond in writing within 10 days (not produce records), Assist the member of the public in making a focused and effective request, if the request is unclear, Turn over copies of documents within a reasonable time, It is OK to charge a member of the public the actual cost of duplication; (m) Information on Personal Devices; (n) Best practices –Assume all information is public or will become public; (o) Do the right thing: Follow the Law, Use common sense, Remember basic values. After the training Deputy County Counsel answered questions from the Board.

The Board thanked Mr. Padilla for the training.

**5. ADJOURNMENT**

There being no further business to come before the Board, President Sobomehin adjourned the Meeting at 7:16 p.m.

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February 14, 2019

Date of Approval

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Clerk's Signature

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