

BOARD BYLAW

Placentia-Yorba Linda Unified School District

Bylaws of the Board

9323 - BB

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 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 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 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.

The agenda shall specify that an individual should 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 Superintendent, as Secretary to the Board of Education of the Placentia-Yorba Linda Unified School District, shall prepare agendas for all meetings of the Board.

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. Items to be placed on the agenda must be submitted on the form provided by the district at least ten days prior to the next regular meeting of the Governing Board, along with all back-up material the person wishes to be considered by the Board.

The Superintendent shall decide whether a request 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. In addition, before placing the item on the agenda, the 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. The Superintendent, at his discretion, shall decline to agendize an item if that same item or one substantially similar has been previously agendized in the past six (6) months.

The Superintendent shall 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 a consent item that is routine in nature and for which no discussion is anticipated.

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.

Consent Agenda/Calendar

In order to promote efficient meetings, the Board may bundle a number of items and act upon them 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.

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

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, 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 or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designees 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 Dissemination to Members of the Public

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 comes first. (Government Code 54954.1)

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, provided the document is a public record under the Public Records Act. (Government Code 54957.5)

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)

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, not to exceed the cost of providing the service.

Order of Business

The business of the meeting will normally be considered in the order in which it appears on the agenda except that the presiding officer, with the consensus of the other Board members, may, as a matter of discretion, vary the order or procedures in accordance with the Placentia-Yorba Linda Unified School District Board Bylaw 9325, *Meeting Conduct*.

REGULAR MEETING ORDER OF BUSINESS

The regular order of business shall be as follows, and all items shall be printed on the agenda:

1. Call to Order
2. Closed Session
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Approval of Minutes
7. Recognition/Presentations
8. Public Comment
9. Student Board Report
10. Superintendent's Report
11. Consent Calendar

12. General Functions
13. Facilities and Planning
14. Curriculum and Instruction/Pupil Personnel
15. Business and Financial
16. Personnel
17. Board Information
18. Communications and Board Report
19. Adjournment

SPECIAL MEETINGS

Agenda items for special meetings shall include only those specified in the call for the meeting. The order of business shall be as follows and all items shall be printed on the agenda.

1. Call to Order
2. Closed Session
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Subject of the Call - statement thereof
7. Recognition/Presentations
8. Public Comment – specific to subject of call
9. Superintendent's Report
10. Subject of the Call - agenda item(s) in order and class per 11-16 of above listing of regular meeting order of business listed as required
11. Communications and Board Report
12. Adjournment

ADJOURNED MEETINGS

In the event of an adjourned meeting, the agenda will contain only those items which were not completed at the regular or special meeting which was adjourned. The order of business shall include Public Comment and the opportunity for Closed Session.

LEGAL REFERENCE:	<u>Education Code</u>	Section 35144
		Section 35145
		Section 35145.5
	<u>Government Code</u>	Section 6250-6270
		Section 53635.7
		Section 54954.1
		Section 54954.2
		Section 54954.3
		Section 54954.5
		Section 54956.5
		Section 54957.5
		Section 54960.2
	<u>United States Code, Title 42</u>	12101-12213
	<u>Code of Federal Regulations, Title 28</u>	35.160
		36.303

Bylaw adopted:	8/4/75
Bylaw revised:	3/6/78
Bylaw revised:	1/8/79
Bylaw revised:	4/13/81
Bylaw revised:	7/26/82
Bylaw revised:	12/9/85

Bylaw revised: 9/2/86
Bylaw revised: 10/27/86
Bylaw revised: 1/12/87
Bylaw revised: 3/9/87
Bylaw revised: 12/7/87
Bylaw revised: 4/25/88
(Editing)
Bylaw reviewed: 2/6/89
Bylaw reviewed: 12/10/91
Bylaw reviewed: 7/28/92
Bylaw reviewed: 7/27/93
Bylaw reviewed: 7/26/94
Bylaw reviewed: 7/27/95
Bylaw revised: 9/26/95
Bylaw revised: 8/27/96
Bylaw revised: 8/26/97
Bylaw revised: 2/24/98
Bylaw revised: 1/12/99
Bylaw revised: 9/10/02
Bylaw revised: 9/18/07
Bylaw revised: 5/8/12
Bylaw revised: 11/12/13
Bylaw revised: 1/13/15

Effective November 12, 2013, the above Board Bylaw incorporated content from the following Board Bylaws, which were deleted on the same date:

- Board Bylaw 9320, *Board Meetings*
- Board Bylaw 9324, *Advance Delivery of Meeting Materials*