

BOARD POLICY
Placentia-Yorba Linda Unified School District

Bylaws of the Board

9323 - BB

AGENDA/MEETING MATERIALS

Annually, the Board and Superintendent will develop and agree upon a Board-Superintendent working agreement. This agreement will address items such as board agenda development, preparation, and communication. This agreement will align to all current board policy language.

Agenda Content

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

Each agenda shall state the meeting time and location and shall briefly describe each 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. PYLUSD Board Bylaw 9322.2 provides details on procedures for public comment at board meetings.

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 include information regarding how, when, and to whom a request should be made if an individual requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

Each agenda shall include a statement regarding the option for students and parents/guardians to request that directory information or personal information of the student or parent/guardian, as defined in Education Code 49061 and/or 49073.2, be excluded from the minutes. The agenda shall also state that the request must be made in writing to the secretary or clerk of the Board.

Agenda Preparation

The Board president and the Superintendent, as Secretary to the Board of Education of the Placentia-Yorba Linda Unified School District, shall work together to develop the agenda 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. In order to be considered for the upcoming meeting agenda, the request shall be submitted in writing to the Superintendent or designee with supporting documents, if any, and information at least ten days before the scheduled meeting date. Items submitted less than ten days before the scheduled meeting date, as well as some items submitted prior to this deadline, may be postponed to a later meeting in order to allow sufficient time for consideration and research about an issue, as well as to account for the appropriateness of the upcoming meeting and meeting time restraints. The Superintendent will confer with the Board President to determine if the request made is under the purview of the Board. If not, it may be denied.

The Board president and 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. 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. The Board president and Superintendent, at their discretion, may decline to agendaize an item if that same item or one substantially similar has been previously agendaized in the past six (6) months.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, whether the item should be an action item subject to Board vote or an information item that does not require immediate action, and which meeting is most appropriate for the item. If the Board president and Superintendent deny a request from a member of the public, the Superintendent shall inform Board members of the decision.

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 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.

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 to Board Members

At least 72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available documents pertinent to the meeting.

When special meetings are called, 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 designees to 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 (PRA) 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 the case of a special meeting, the agenda shall be posted at least 24 hours prior to the meeting at one or more locations freely accessible to members of the public. At a special meeting, public comments will be accepted on the subject of the meeting only.

In addition, the Superintendent or designee shall post the agenda on the home page 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)

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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)

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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)

The Superintendent or designee shall email a copy of, or a web site link to, the agenda or a copy of all the documents constituting the agenda packet to any person who requests such items to be delivered by email. If the Superintendent or designee determines that it is technologically infeasible to do so, a copy of the agenda or a web site link to the agenda and a copy of all other documents constituting the agenda packet shall be sent to the person who has made the request in accordance with mailing requirements specified in law. (Government Code 54954.1)

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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 and distributed to the Board at the meeting 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.

LEGAL REFERENCE

<u>Education Code</u>	<u>Section</u>	<u>Description</u>
	35144	Special meeting
	35145	Public meetings
	35145.5	Agenda; public participation; regulations
	49061	Definitions, directory information

	49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
<u>Government Code</u>	53635.7	Separate item of business for borrowing of \$100,000 or more
	54954.1	Request for copy of agenda or agenda packet by member of public
	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
	6250-6270	California Public Records Act
	95000-95004	California Early Intervention Services Act
<u>United States Code, Title 42</u>	12101-12213	Findings and Purpose
<u>Code of Federal Regulations, Title 28</u>	35.160	General
	36.303	Auxiliary Aids and Services

- 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
- Bylaw revised: 10/11/22
- Bylaw revised: 5/9/2023
- Bylaw revised: 3/10/2026

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*