



**Pacifica School District  
Reorganization Meeting**  
December 09, 2015 7:00 PM  
375 Reina Del Mar Avenue

Pacifica, CA 94044

**Attendance Taken at 5:59 PM:**

Present:

Ms. Elizabeth Bredall  
Ms. Andrea Gould  
Mr. Matthew Levie  
Ms. Kathy Shiokari  
Ms. Laverne Villalobos

**1. OPEN SESSION - 6:00 P.M. - CALL TO ORDER, ROLL CALL, AND ANNOUNCEMENT:  
RECORDING OF THE MEETING**

Minutes:

Meeting called to order at 5:58 p.m.

Staff present: W. Tukloff, J. Peterson, R. Avila, T. Van Raaphorst, S. Ramirez

Quick Summary:

The District digitally records the audio portion of the meetings. The recorder is located in front of the Board Scribe. All recordings are kept in the Superintendent's Office for 30 days and are available during that time period for inspection by members of the public on district equipment without charge. As a community service, Pacifica Community Television (PCT) records and broadcasts meetings.

**2. ANNOUNCEMENT OF CLOSED SESSION**

Minutes:

Ms. Gould announced Closed Session referring to the items as listed below.

**3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

Minutes:

None

**4. CLOSED SESSION**

**4.a. Conference with Labor Negotiator**

**Agency Negotiator: Wendy S. Tukloff, Superintendent**

**4.a.1. Employee Organizations: CSEA (California School Employees Association, Chapter 128), LSEA (Laguna Salada Education Association), LSMA (Laguna Salada Management Association)**

#### **4.b. Public Employee Performance Evaluation (G.C. 54957)**

**Title: Superintendent**

#### **5. OPEN SESSION - 7:00 P.M. - CALL TO ORDER, FLAG SALUTE, ROLL CALL, AND ANNOUNCEMENT: RECORDING OF THE MEETING**

Minutes:

Ms. Gould reconvened to Open Session at 7:01 p.m.

Flag salute was led by Ms. Villalobos.

Staff present: W. Tukloff, R. Avila, J. Peterson, T. Van Raaphorst, S. Ramirez

Quick Summary:

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#### **6. REPORT OUT ON CLOSED SESSION TOPICS**

Minutes:

Ms. Gould indicated the Board met during Closed Session and No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

#### **7. REORGANIZATION (Goal: Governance) - 7:05 P.M.**

##### **7.a. Annual Board Reorganization**

##### **7.a.1. Election of 2016 Officers (President, Vice President, Clerk, Vice Clerk) and Appointment of Secretary to the Board**

**Motion Passed:** It is recommended that the Board elect Matthew Levie President for the 2016 calendar year. Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Abstain Mr. Matthew Levie

Yes Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

**Motion Passed:** It is recommended that the Board elect Kathy Shiokari Vice President for the 2016 calendar year. Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Abstain Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

**Motion Passed:** It is recommended that the Board elect Elizabeth Bredall Clerk for the 2016 calendar year. Passed with a motion by Ms. Kathy Shiokari and a second by Ms. Andrea Gould.

Abstain Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Yes Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

**Motion Passed:** It is recommended that the Board elect Laverne Villalobos Vice Clerk for the 2016 calendar year. Passed with a motion by Ms. Andrea Gould and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Yes Ms. Kathy Shiokari

Abstain Ms. Laverne Villalobos

**Motion Passed:** It is recommended that the Board appoint Wendy S. Tukloff, Superintendent, as Secretary to the Board. Passed with a motion by Ms. Andrea Gould and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Yes Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

Minutes:

Ms. Gould read BB 9100 - Organization. Prior to the election of Board President, Ms. Gould read BB 9121 - President, and then called for nominations for President. Mr. Levie was elected President. After the Board switched seats, Mr. Levie read BB 9121.1 - Vice President; BB 9123 - Clerk; and, BB 9122 - Secretary prior to voting for Vice President, Clerk, and Vice Clerk, and voting to appoint Dr. Tukloff Secretary to the Board.

Quick Summary:

DISCUSSION/ACTION

#### **7.a.2. Board Meeting Calendar for 2016**

**Motion Passed:** It is recommended that the Board adopt the Board Meeting Calendar for 2016. Passed with a motion by Ms. Kathy Shiokari and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall

Yes Ms. Andrea Gould

Yes Mr. Matthew Levie

Yes Ms. Kathy Shiokari

Yes Ms. Laverne Villalobos

Quick Summary:

DISCUSSION/ACTION

**7.a.3. Board Member Committee Assignments for 2016**

**Motion Passed:** It is recommended that the Board adopt committee assignments for the 2016 calendar year. Passed with a motion by Ms. Andrea Gould and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Mr. Matthew Levie  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Dr. Tukloff indicated each year the Board makes a determination about its committees and Board representation. The Board discussed and accepted the following Board Committee Assignments:

District Liaison(s)

Strategic Plan - Mr. Levie; Ms. Gould  
Audit Review - Mr. Levie; Ms. Shiokari  
Pacifica Education Foundation - Ms. Bredall; Ms. Villalobos  
Special Education Parent Advisory Committee (SEPAC) - Ms. Shiokari

District Standing Committee(s)

Parcel Tax Oversight Committee - Mr. Bredall  
Wellness Committee - Ms. Gould

Community Liaison(s)

Pacifica Collaborative - Ms. Bredall  
PSD/JUHSD/City/NCCWD - Ms. Villalobos; Ms. Shiokari  
ADDED - Pacifica School Volunteers Board Tentative Kathy Shiokari

Professional Community Liaison(s)

San Mateo County School Boards Association - Mr. Levie; Ms. Gould  
Kent Awards - Andrea Gould  
Governing Board Representative to the County Committee on School District Organization - Ms. Villalobos

Quick Summary:

DISCUSSION/ACTION

**7.a.4. Resolution No. 2015-12-09-A Delegation of Authority**

**Motion Passed:** It is recommended that the Board approve Resolution No. 2015-12-09-A, Delegation of Authority from the Board of Trustees to the Superintendent for the 2016 calendar year. Passed with a motion by Ms. Elizabeth Bredall and a

second by Ms. Kathy Shiokari.  
Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Mr. Matthew Levie  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Quick Summary:  
DISCUSSION/ACTION

#### **8. APPROVAL OF THE MINUTES of November 18, 2015 - 7:25 P.M.**

**Motion Passed:** It is recommended that the Board approve the Minutes of the November 18, 2015 Regular Meeting. Passed with a motion by Ms. Kathy Shiokari and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Mr. Matthew Levie  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Quick Summary:  
ACTION

#### **9. APPROVAL OF THE AGENDA AND CONSENT AGENDA - 7:30 P.M.**

**Motion Passed:** It is recommended that the Board approve the Agenda for the December 9, 2015 Reorganization meeting and all Consent Agenda items. Passed with a motion by Ms. Andrea Gould and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Mr. Matthew Levie  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Quick Summary:  
All items on the consent agenda will be approved with one motion, which is not debatable and which requires a unanimous vote for passage. If any member of the Board, the Superintendent, or the public so requests, any item shall be removed from this section and placed in the regular order of business following approval of the consent agenda.

CONSENT/ACTION

##### **9.a. Agenda of the December 9, 2015 Reorganization meeting**

Quick Summary:  
It is recommended that the Board approve the agenda for the December 9, 2015 Reorganization meeting.  
CONSENT/ACTION

##### **9.b. Consideration of Acceptance Warrants**

Quick Summary:  
It is recommended that the Board approve the attached commercial

warrants for the period of 11/6/15 through 11/25/15 totaling \$664,885.76.  
CONSENT/ACTION

**9.c. Service and Consultant Contract Approvals**

Quick Summary:

It is recommended that the Board approve the Service and consultant contracts as presented by staff.

CONSENT/ACTION

**9.d. Personnel Board Agenda item**

Quick Summary:

It is recommended that the Board approve the Personnel Changes as presented.

CONSENT/ACTION

**9.e. Agreement Between the Pacifica School District and the Spindrift School of Performing Arts to Exchange Service for Use of Facilities**

Quick Summary:

It is recommended that the Board approve the agreement between the Pacifica School District and the Spindrift School of Performing Arts to exchange services for use of district facilities.

CONSENT/ACTION

**9.f. Overnight Field Trip Approval**

Quick Summary:

It is recommended that the Board approve the overnight field trip (s) as presented.

CONSENT/ACTION

**9.g. October 2015 Manual Maintenance - 3000 Series - Second Reading**

Quick Summary:

SECOND READING/CONSENT

October 2015 Manual Maintenance - 3000 Series

BP 3270 - Sale and Disposal of Books, Equipment And Supplies (Attachment A1)

It is recommended that the Board approve CSBA Sample As Is.

AR 3270 - Sale and Disposal of Books, Equipment And Supplies (Attachment B1)

It is recommended that the Board approve CSBA Sample As Is.

AR 3311 - Bids (Attachment C1)

It is recommended that the Board approve CSBA Sample As Is.

AR 3512 - Equipment (Attachment D1)

It is recommended that the Board approve CSBA Sample As Is.

**9.h. October 2015 Manual Maintenance: 4000, 5000 Series - Second Reading**

Quick Summary:

SECOND READING

It is recommended that the Board approve the October 2015 Manual Maintenance - 4000, 5000 Series - as presented.

October 2015 Manual Maintenance: 4000, 5000 Series

AR 4112.23 Special Education Staff (Attachment A)

It is recommended that the Board Approve CSBA Sample As Is.

AR 4119.11 4219.11 4319.11 Sexual Harassment (Attachment B)

It is recommended that the Board Approve CSBA Sample As Is.

BP 4154 4254 4354 Health And Welfare Benefits (Attachment C)

It is recommended that the Board Approve CSBA Sample With Revisions - Option 2.

AR 4154 4254 4354 Health And Welfare Benefits (Attachment D)

It is recommended that the Board Approve CSBA Sample With Revisions.

AR 5112.2 Exclusions From Attendance (Attachment E)

It is recommended that the Board Approve CSBA Sample With Revisions.

BP 5141.31 Immunizations (Attachment F)

It is recommended that the Board Approve CSBA Sample With Revisions.

AR 5141.31 Immunizations (Attachment G)

It is recommended that the Board Approve CSBA Sample As Is.

#### **9.i. October 2015 Manual Maintenance - 6000 Series**

Quick Summary:

SECOND READING/CONSENT

October 2015 Manual Maintenance - 6000 Series

BP 6141.4 - International Baccalaureate Program (Attachment A)

Not Applicable/No Current Policy

BP 6190 - Evaluation of the Instructional Program (Attachment B)

It is recommended that Board approve CSBA Sample With Revisions.

#### **10. COMMUNICATIONS - 7:35 P.M.**

Quick Summary:

This portion of the agenda is available to the public to address the Board on any issue that is not on the agenda. The maximum time allowed for any speaker is three minutes.

##### **10.a. LSEA (Laguna Salada Education Association)**

Minutes:

Gina Arguello, Co-President of LSEA, shared regarding a presentation Lisa Devry provided the staff at Ortega Elementary School regarding her experience at Teachers College in New York. Ms. Arguello indicated she would encourage Ms. Devry to attend a future Board meeting to share her experience. Ms. Arguello shared that the Ortega staff would like the Board to consider sending them to Teachers College training in the summer. On behalf of LSEA, Ms. Arguello

wished the Board Happy Holidays.

**10.b. CSEA (Classified School Employees Association)**

Minutes:

Nothing at this time.

**10.c. People Wishing to Address the Board**

Minutes:

None

**10.d. Correspondence**

Minutes:

None

**10.e. Board/Superintendent Communications**

Minutes:

Board members discussed events and activities they attended and participated in since the last Board meeting including: Rockaway Tree Lighting; Fog Fest check distribution at which each group received \$2,077; Community Center Tree Lighting and Elf Market; preparation meeting for the upcoming band concerts; Pacifica Education Foundation (PEF) Board meeting; PEF Patron Dinner; Diversity Leadership Meeting at Ocean Shore; District Stakeholders' Meeting; Team Poetry Slam at Ortega Elementary.

Ms. Shiokari extended a very sincere thank you from Richard Clark and the Faust-Clark boys for all that the District as a whole has done during the past month in attending the services for Richard Faust and reaching out in support for both Mr. Clark and their sons.

Mr. Levie indicated a team was hopefully going to make a presentation to Genentech on PEF's behalf in hopes of garnering their support of Technology in our district.

Dr. Tukloff shared the District, including all sites and the District Office, will be closed for winter break December 21st through January 1st, and open for school on January 4, 2016. She took the opportunity to wish everyone Happy Holidays and to thank the staff for the tremendous work they do. She shared this is a wonderful time for the entire District to relax and spend time with family and friends.

**11. DISTRICT BUSINESS - 7:50 P.M.**

Quick Summary:

DISTRICT GOALS

The District values the goals provided in our Local Control Accountability Plan (LCAP) and Strategic Plan. All of our District Board Agenda Items are tied to these goals. One or more goals are listed in the description of each Board Agenda Item. The details for each of those District Goals can be accessed on our Agenda Online Public Page or by visiting the District website, [www.pacificasd.org](http://www.pacificasd.org), under District Information, Board of



Trustees.

**11.a. Tentative Agreement Between PSD and LSEA for 2015-2016 (Goal: LCAP #1) (7:50 p.m.)**

**Motion Passed:** It is recommended that the Board approve the Tentative Agreement between the Pacifica School District and the Laguna Salada Education Association (LSEA), dated November 12, 2015. Passed with a motion by Ms. Kathy Shiokari and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Mr. Matthew Levie  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

**Minutes:**

The District and LSEA came together and reached the following Tentative Agreement: The District will compensate LSEA unit members with a one-time, off the salary schedule payment of one-thousand six hundred dollars (\$1600) for the 2015-2016 school year in addition to any other salary adjustments already agreed to. The agreement was ratified by the membership group during the week of November 16-20, 2015.

**Quick Summary:**

ACTION

**11.b. Tentative Agreement Between PSD and CSEA for the 2015-2018 Contract (Goal: LCAP #1 - Attract & Retain) (7:55 p.m.)**

**Motion Passed:** It is recommended that the Board of Trustees approve the Tentative Agreement between the Pacifica School District and the California School Employee Association (CSEA) dated November 19, 2015. Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Mr. Matthew Levie  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

**Minutes:**

On November 19th the District and CSEA met, and following discussions, the parties signed the Tentative Agreement which included: 1) All bargaining members will receive 4% salary increase effective January 1, 2016 and a 2.5% salary increase effective July 1, 2016; 2) All bargaining unit members as of the date of the ratification of this agreement shall receive a one-time, off the schedule salary payment of \$1600 per full time equivalency in a separate check and subject to required deductions; 3) Add back some staff development to CSEA for various job classifications as listed in the TA; 4) Provide some support to the CSEA Leadership when new CSEA members join the district, as well as some adjustments to the evaluation procedures.

**Quick Summary:**

ACTION

**11.c. Tentative Agreement Between PSD and LSMA for 2015-2016 (Goal: LCAP #1) (8:00 p.m.)**

**Motion Passed:** It is recommended that the Board approve the Tentative Agreement between the Pacifica School District and the Laguna Salada Management Association (LSMA). Passed with a motion by Ms. Andrea Gould and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Mr. Matthew Levie  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

Discussion with LSMA members at a meeting on December 1, 2015 acknowledged that LSMA continues to follow the "me too" clause of the negotiation process with the District's labor partners. The parties agreed to the following Tentative Agreement: The District will compensate LSEA unit members with a one-time, off the salary schedule payment of one-thousand six hundred dollars (\$1600) for the 2015-2016 school year in addition to any other salary adjustments already agreed to.

Quick Summary:

ACTION

**11.d. Superintendent Contract: Compensation (Goal: LCAP #1 - Attract & Retain) (8:05 p.m.)**

**Motion Passed:** It is recommended that the Board approve all applicable Compensation Agreement(s) between the Pacifica School District and the Laguna Salada Management Association (LSMA) per the Superintendent's contract. Passed with a motion by Ms. Kathy Shiokari and a second by Ms. Andrea Gould.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Mr. Matthew Levie  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

The Employee Agreement for the Superintendent Contract includes language that states "The Superintendent will also receive the same salary increases granted District Administrators". Therefore, upon approval of the 2015-2016 LSMA Compensation Agreement discussed in 11c, the Superintendent shall receive the same compensation per the Superintendent contract.

Quick Summary:

ACTION

**11.e. Public Disclosure of Collective Bargaining Agreement (GOAL: Governance) (8:10 p.m.)**

**Motion Passed:** It is recommended that the Board approve the Public

Disclosure of Collective Bargaining Agreements for all bargaining units of Pacifica School District. Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Kathy Shiokari.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Mr. Matthew Levie  
Yes Ms. Kathy Shiokari  
Yes Ms. Laverne Villalobos

Minutes:

In accordance with AB 1200, the law governing the fiscal health of school districts, the Board must make public the financial impact of the increase in compensation for employees. The disclosure includes the cost of a one-time bonus for all employees (prorated by FTE). The cost of the bonus is being paid for with the unallocated general fund balance (\$880K) reflected in the First Interim Report. The total cost of the bonus with fixed payroll costs is \$528K. Both the adopted budget and First Interim budgets included ongoing compensation for all employee groups.

Quick Summary:

ACTION

**12. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:15 P.M.**

**12.a. October 2015 Manual Maintenance - Minor Revisions: 0000, 6000 Series First Reading (8:15 p.m.)**

Minutes:

No revisions requested by the Board.

Quick Summary:

FIRST READING

October 2015 Manual Maintenance - Minor Revisions: 0000, 6000 Series

BP 0200 - Goals For The School District (Attachment A)  
Approve PSD Current Policy With Revisions

AR 0420.4 - Charter School Authorization (Attachment B)  
Approve PSD Current Policy With Revisions

AR 0460 - Local Control and Accountability Plan (Attachment C)  
Approve PSD Current Policy With Revisions

BP 0500 - Accountability (Attachment D)  
Approve PSD Current Policy With Revisions

AR 6145.2 - Athletic Competition (Attachment E)  
Approve PSD Current Policy With Revisions

BP 6151 - Class Size (Attachment F)  
Approve CSBA Sample With Revisions

AR 6158 - Independent Study (Attachment G)  
Approve PSD Current Policy With Revisions

BP 6170.1 - Transitional Kindergarten (Attachment H)  
Approve PSD Current Policy With Revisions

**12.b. October 2015 Manual Maintenance - Minor Revisions: 3000 Series  
First Reading (8:25 p.m.)**

Minutes:  
No revisions requested by the Board.

Quick Summary:  
FIRST READING  
October 2015 Manual Maintenance - Minor Revisions 3000 Series (First  
Reading) (Goal: Governance)

BP 3100 - Budget (Attachments A1 & A2)  
Approve PSD Current Policy With Minor Revisions

AR 3100 - Budget (Attachment A3 & A4)  
Approve PSD Current Policy With Minor Revisions

**12.c. October 2015 Manual Maintenance - Minor Revisions: 4000 Series  
- First Reading (8:30 p.m.)**

Minutes:  
No revisions requested by the Board.

Quick Summary:  
FIRST READING  
October 2015 Manual Maintenance - Minor Revisions: 4000 Series -  
First Reading

AR 4161.11 4261.11 4361.11 Industrial Accident Illness Leave  
(Attachments A, A1 & A2)  
Approve PSD With Revisions

**13. FUTURE AGENDA ITEMS - 8:35 P.M.**

Minutes:  
No additions requested.

**14. ADJOURNMENT - 8:40 P.M.**

Minutes:  
Mr. Levie adjourned the meeting at 7:46 p.m.

Minutes Approved 1/13/16 - S. Ramirez, Exec. Asst. to the Superintendent

Quick Summary:  
NEXT MEETING: January 13, 2016, 7:00 p.m., District Office, 375 Reina  
del Mar Avenue, Pacifica

- The Board of Trustees may meet in Closed Session for the purposes of discussing Personnel under Government Code 54957 and Negotiations under Government Code 54957.6 after the open session.
- Pacifica School District, Board of Trustees Regular Meeting Agendas may be previewed on the District Website: [www.pacificasd.org](http://www.pacificasd.org). Board of Trustees Regular Meetings are televised on Pacifica Community Television (PCT) Channel 26 on Thursdays at 3:30 p.m.

- Regular Meeting Agendas are posted at least 72 hours prior to each meeting at the following locations:  
All District Schools    Pacifica & Sanchez Libraries    Pacifica Tribune    San Mateo County Times  
District Office  
Special Meeting Agendas are posted at least 24 hours prior to the meeting at the Official Posting Location:  
District Office
- *Board meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Executive Assistant to the Superintendent at least 10 working days before the meeting at 650.738.6625. Notification in advance of the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.*
- The agenda (order in which the items are presented) is accepted or amended by the Board at the beginning of the meeting under the item "Approval of the Agenda." Once the agenda is approved by the Board, the meeting will proceed in the order approved. Times for agenda items are approximate with the exception of Public Hearings. Public Hearings will occur at or after the time listed on the agenda.

### Guidelines for Public Comment

- The Board President will formally open and close times for public comment for each agenda item. After public comment is closed, the Board will discuss the item and, if appropriate, take action.
- Individuals wishing to address the Board must complete a request card with their name, address and the item number. Cards are located on the table as you enter the room. Cards should be submitted either to the Board President or to the Superintendent.
- Individuals may address topics not on the agenda during the Communications Section (People Wishing to Address the Board) at the beginning of the meeting. However, the Board cannot comment on items not on the agenda.
- The Board, at their discretion, may limit the total time allotted for public comment during each agenda item.
- Individuals must be recognized by the Board President and step to the podium to speak.
- Speakers should introduce themselves and speak into the microphone. (The microphone is for the television and does not amplify sound.)
- Speakers are limited to a maximum of 3 minutes, which may be reduced at the discretion of the Board.
- Time allotments may NOT be passed from one person to another.
- An individual may speak only once on each agenda item.

7/21/10 Original – Updated 9/13/10

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Clerk

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Superintendent