



Pacifica School District
Regular Meeting
January 13, 2016 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 AND ROLL CALL AND ANNOUNCEMENT: RECORDING OF THE MEETING

Minutes:

Meeting called to order at 6:00 p.m.

Staff present: W. Tukloff, J. Peterson, R. Avila, 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:

Mr. Levie 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 Legal Counsel - Existing Litigation:
(Paragraph (1) of subdivision (d) of government code section 54956.9)
Name of Case: Cal200 et al. v. Apple Valley Unified et al.
Case Number: CPF-15-514477

4.b. Conference with Legal Counsel - Anticipated Litigation:
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of government code section 54956.9: Number of potential cases: 2

4.c. Conference with Labor Negotiator

Agency Negotiator: Wendy S. Tukloff, Superintendent

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

4.d. 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:

Mr. Levie reconvened to Open Session at 7:00 p.m.

Flag salute was led by Boy Scout Zane Pettersen, Troup 256.

Staff present: W. Tukloff, R. Avila, J. Peterson, N. Sendino, S. Ramirez

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6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

Mr. Levie indicated the Board met during Closed Session and No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of December 9, 2015

Motion Passed: It is recommended that the Board approve the Minutes of the December 9, 2015 Regular Meeting. 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

Yes Ms. Laverne Villalobos

Quick Summary:

ACTION

8. APPROVAL OF THE AGENDA AND CONSENT AGENDA 7:05 P.M.

Motion Passed: It is recommended that the Board approve the agenda for the January 13, 2016 meeting and all consent agenda items. 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

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

8.a. Agenda of the January 13, 2016 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the January 13, 2015 Reorganization meeting.

CONSENT/ACTION

8.b. Consideration of Acceptance Warrants

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 12/1/15 through 12/17/15 totaling \$715,053.94.

CONSENT/ACTION

8.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

8.d. Personnel Changes

Quick Summary:

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

CONSENT/ACTION

8.e. October 2015 Manual Maintenance - Minor Revisions 0000, 6000 Series (Second Reading)

Quick Summary:

SECOND READING

October 2015 Minor Revisions: 0000, 6000 Series

BP 0200 Goals For the School District (Attachment A)

It is recommended that the Board approve PSD Policy with Revisions.

AR 0420.4 Charter School Authorization (Attachment B)

It is recommended that the Board approve PSD AR with Revisions.

AR 0460 Local Control And Accountability Plan (Attachment C)
It is recommended that the Board approve PSD AR with Revisions.

BP 0500 Accountability (Attachment D)
It is recommended that the Board approve PSD BP with Revisions.

AR 6145.2 Athletic Compensation (Attachment E)
It is recommended that the Board approve PSD AR with Revisions.

BP 6151 Class Size (Attachment F)
It is recommended that the Board approve CSBA Sample with Revisions.

AR 6158 Independent Study (Attachment G)
It is recommended that the Board approve PSD AR with Revisions.

BP 6170.1 Transitional Kindergarten (Attachment H)
It is recommended that the Board approve PSD BP with Revisions.

8.f. October 2015 Manual Maintenance - Minor Revisions 3000 Series

Quick Summary:

SECOND READING

October 2015 Manual Maintenance - Minor Revisions - 3000 Series

BP 3100 - Budget (Attachment A1 & A2)

It is recommended that the Board approve PSD Current with Revisions.

AR 3100 - Budget (Attachment A3 & A4)

It is recommended that the Board approve PSD Current with Revisions.

8.g. October 2015 Minor Revisions: 4000 Series - Second Reading

Quick Summary:

SECOND READING

October 2015 Minor Revisions: 4000 Series

AR 4161.11, 4261.11, 4361.11 Industrial Accident/Illness Leave
(Attachment A)

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

9. COMMUNICATIONS - 7:10 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.

9.a. LSEA (Laguna Salada Education Association)

Minutes:

Ms. Natalie Abinante, RSP teacher at Ocean Shore, addressed the Board in regards to Ocean Shore's 15th Annual Ability Awareness Day on Friday, 1/8/16. First she thanked Ms. Shiokari, Mr. Levie, Dr. Tukloff, and Dr. Avila for their support in attending the event. She shared about many experiences of the day!

9.b. CSEA (Classified School Employees Association)

Minutes:

Nothing at this time.

9.c. People Wishing to Address the Board

Minutes:
None

9.d. Correspondence

Minutes:
None

9.e. Board/Superintendent Communications

Minutes:
Board members discussed events and activities they attended and participated in since the last Board meeting including: Sunset Ridge Market Night; Ortega Library visit; Cabrillo Library visit; Ortega Market Night; planning for January Jazz; Ortega Read Aloud; Pacifica Library's Holiday Open House; LMEC Pajama Day; puberty and sexual education meeting; Ability Awareness Day at Ocean Shore; Audit Meeting; 2016 Parcel Tax Renewal meetings; attended a band concert; discussions about Oddstad property with the Oddstad committee; and, visited an Ortega SDC class at the invitation of Paraprofessional Jerry Newland.

Ms. Bredall announced January Jazz on 1/23/16 at the Moose Lodge. There will be a 4:00 p.m. Matinee student performance, and a 7:00 Adult Evening performance comprised of local professional musicians.

Ms. Shiokari announced Vallemar's Read Aloud on Friday, January 29th. They are still looking for readers! Ms. Shiokari also indicated she is now the Board liaison to Pacifica School Volunteers (PSV). She announced the Executive Director to PSV has resigned and they are looking for someone to fill that position. She also shared that the Board received a thank you from Mark Church's Office thanking PSD for their participation in the All-Mail-In Ballot process. She also shared a concern that arose during that process for the hearing and visually impaired.

Dr. Tukloff thanked Josie Peterson and John Hashizume who were available when needed during winter break. The District had very few calls, and only in regards to wind related issues at the sites. There were no leaks or any flooding issues. She thanked the facilities and maintenance personnel for their prep work in getting the sites ready for winter. She also has been able to walk through some of the schools following winter break and commended the staffs for their ability to get the students back into seats and ready for school as if they had never even taken a break! The District is preparing for the upcoming January 25th Professional Development Day.

10. DISTRICT BUSINESS - 7:20 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, under District Information, Board of Trustees.

10.a. Parcel Tax Oversight Committee Annual Report (Goal: Governance, Operations) (7:20 p.m.)

Minutes:

Ms. Peterson introduced Mr. Richard Zuromski, Ocean Shore Parent Representative on the Parcel Tax Oversight Committee who provided the Board with an overview of the committee's report. Mr. Zuromski stated, after careful review, the committee reported that all monies collected by the Parcel Tax in Fiscal Year 2014-2015 have been used in accordance with the language and spirit of the Save Pacifica Schools Act of 2008 and the renewal in 2011. Please refer to the Board Agenda Item, Parcel Tax Expenditures Reports, and State Assessment Results Update attached to this Board Item on the District website. Mr. Levie thanked Mr. Zuromski and the other members for their time and their service on this committee.

Quick Summary:
INFORMATION

10.b. 2014-15 Audit Report (Goal: Governance) (7:30 p.m.)

Motion Passed: It is recommended that the Board accept the 2014-2015 audit report. 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:

Ms. Peterson introduced Paul Pham of Chavan & Associates, LLP in attendance to provide the Board with the Audit Report. Education Code Section 410220 requires districts to have an external audit report conducted on its financial statements annually. The 2014-15 audit report continues to reflect the federal guidelines under Governmental Accounting Standards Board (GASB) 34.

Mr. Pham provided the highest praise to Ms. Peterson and her staff, and the staff at the sites. He indicated there were no findings in the 2014-15 audit report, and that there were no internal control recommendations.

Ms. Shiokari mentioned during their Audit Committee meeting the audit firm commented on how well presented and laid out everything was by Ms. Peterson and her staff. Ms. Shiokari praised Ms. Peterson and thanked her for a job well done.

Mr. Levie explained that the \$17 million PERS liability that is now showing up on our books is the District's share, and one that we cannot pay down. It is the implementation of GASB 68. The rates

will continue to go up, and in effect reduce the District's liability.

A copy of the Audit Report can be found attached to this Board Agenda Item on the District's website.

Quick Summary:
DISCUSSION/ACTION

10.c. Parcel Tax Renewal, 2016 (Goal: Governance) (7:50 p.m.)

Minutes:

Dr. Tukloff provided the Board with an overview of where the District is in terms of the Parcel Tax Renewal 2016. Based on the survey and discussions it is important that the District move forward with the renewal. The best election on which to place the Parcel Tax on the ballot would be either June or November of 2016, with June appearing to be the best choice. There is a March deadline in order to place this on the June ballot.

The committee has met and come up with six key areas/potential programs to be funded. Please refer to the Board Agenda Item to review these.

Dr. Tukloff also shared the ways in which the Board members and the Superintendent have reached out to the community.

The Board committee members, Elizabeth Bredall and Matt Levie, expressed the need for community and parent volunteers to lead the Parcel Tax effort.

Quick Summary:
DISCUSSION

10.d. Library Media Technology Plan Update (Goal: Operations) (8:00 p.m.)

Minutes:

Dr. Tukloff shared that the Library/Media/Technology Plan was developed in 2011. She introduced Ms. Christy Novack, Access, Equity, & Innovation (AEI) Specialist and Mr. Dan Lyttle, Ingrid B. Lacy Middle School Principal and PSD Technology Committee Chairperson who both provided the Board with the update. The Board Agenda Item, Technology Guiding documents, the Library/Media/Technology Plan At a Glance, the Library/Media/Technology Plan, and the Power Point Presentation can all be found attached to this Board Agenda Item on the District's website.

Staff presented the Board with a vision for keeping the District and its students up-to-date with technology for the 21st Century.

Ms. Shiokari inquired about student privacy in our district and the ability for unknown individuals to access our students' data on their District devices. Ms. Novack shared that our district adheres to strict regulations in this regard in order to make certain our devices and our students are safe. Our students work in a closed environment (such as within Google apps). Our staff is vigilant in

working with program vendors to make certain they are in accordance with our privacy policy.

Mr. Jeff Pettersen, parent in the District, asked if the District had or could consider leasing new equipment.

Mr. Levie indicated the Board would delve a little deeper into the proposed technology requests at the February 10th Board Work Study. Our teachers are doing amazing things with technology in their classrooms. He also wanted to recognize Pacifica Education Foundation whose vision really started the process in a very meaningful way for our district.

Mr. Levie asked what effect leasing would have versus purchasing new devices. Ms. Peterson indicated IBL had leased recent acquisitions of iPods and desktop computers. She indicated leasing is something the District weighs versus purchasing. We are reviewing the impact of IBL's approach of leasing technology.

Quick Summary:
DISCUSSION

10.e. People First Language Resolution No. 2016-01-13-A (Goal: LCAP #7 - School Climate) (8:30 p.m.)

Motion Passed: It is recommended that the Board of Trustees adopt Resolution No. 2016-01-13-A endorsing "People First Language". 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:

Dr. Avila indicated the People First Resolution was brought before and passed by both the California State Assembly and Senate in July of 2015 and is now the standard for all laws, policies and procedures. Each SELPA in California is encouraged to pass this same resolution. The San Mateo County SELPA asked staff to bring forward to our Board the same resolution for adoption.

Quick Summary:
ACTION

10.f. Revised Job Description: Behaviorist (Goal: LCAP #1 - Attract and Retain) (8:40 p.m.)

Motion Passed: It is recommended that the Board approve the revised job description for the position of Behaviorist. 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. Avila indicated the current title of this position is Behavior Therapist. In recent years there has been confusion regarding the word "therapist". Staff recommends eliminating "therapist" and renaming the position Behaviorist, which is more commonly used for this type of classified position. There were other minor revisions to formatting, and the supervisor for this position is included in this revision.

Quick Summary:

ACTION

10.g. New Job Description: Mental Health Counselor (LCAP Goal #1: Attract and Retain) (8:45 p.m.)

Motion Passed: It is recommended that the Board approve the new job description for Mental Health Counselor. 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:

Dr. Avila indicated, as presented at the 11/18/15 Pacifica School District Board meeting, PSD has interest in restructuring our mental health program from the current SELPA model to a district model. In order to ensure success in this shift, it is suggested that a Mental Health Counselor position be created in order to maintain the current program of delivery for mental health services for students who are eligible based upon their Individual Education Plan as well as support district-wide needs.

Quick Summary:

ACTION

10.h. New Job Description: Lead Behaviorist (Goal: LCAP #1 - Attract and Retain) (8:55 p.m.)

Motion Passed: It is recommended that the Board approve the new job description for Lead Behaviorist. 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:

Dr. Avila shared as a part of the shift to the district model for our mental health program, and within this structure, is the new position: Lead Behaviorist. This position was developed to increase the program integrity for students being served. This person will be required to have a more advanced skill set than that of Behaviorist.

Quick Summary:
ACTION

10.i. New Job Description: Lead Custodian (Goal: LCAP #1 - Attract and Retain) (9:00 p.m.)

Motion Passed: It is recommended that the Board approve the new job description for Lead Custodian. 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:

Dr. Avila indicated as part of the Organizational Review of Business Services and Human Resources, it was recommended and later approved for the 2015-16 staffing allocation that two positions be added for custodial support. At that time one position was added. With the hiring of a new Director of Facilities, Maintenance, and Operations (FMO), a hold was placed on the second position to give him time to observe the needs of the department. Since that time he has observed that the night crew is left with little support in the evenings, and with the increase of responsibilities on the FMO department to supervise all custodians, it is recommended a new position of Lead Custodian be added to increase the level of direction, planning, and support for our custodial maintenance staff.

Quick Summary:
ACTION

10.j. Variable Term Waiver Request (Goal: LCAP #1 - Attract and Retain) (9:05 p.m.)

Motion Passed: It is recommended that the Board approve the Variable Term Waiver Request for a Single Subject Teaching Credential in English for Catherine Daly Nguyen. This waiver will be submitted to the Commission on Teacher Credentialing which will allow Catherine Daly Nguyen to teach English in a departmentalized setting below grade 9 until June 30, 2016. 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. Avila shared that Catherine Daly Nguyen has been a 30-Day Emergency Substitute Teacher with the District since March 1, 2013. Ms. Daly Nguyen has taken 70 lower division college units in English to qualify under Ed Code 44265 ruling to teach English as a single subject. If approved by the Board and the Commission on Teacher Credentialing, this would allow Ms. Daly Nguyen to teach English to the students below grade 9, temporarily replacing the vacated position until June 30, 2016. The PSD teacher on leave is expected

to return for the 2016-17 school year.

Quick Summary:
ACTION

10.k. School Accountability Report Cards (SARC) (Goal #3 - Facilities & Maintenance and Goal #4 - Student Achievement) (9:10 p.m.)

Motion Passed: It is recommended that the Board approve the School Accountability Report Cards for the Pacifica School District Cabrillo; Ingrid B. Lacy; Linda Mar Educational Center; Ocean Shore; Ortega; Sunset Ridge; and, Vallemar. 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:

Dr. Tukloff shared the School Accountability Report Card (SARC) is a state mandated document that must be completed every year. It is specifically designed so that the public can view school site information. The District uses the services of Document Tracking Services (DTS) to collect most of the demographic and testing data from the State databases. The Executive Director of ESS works with the Principals at each school to create the site profiles, and also works with the Maintenance Department to prepare the Williams Compliance Report. The report is always dated for the previous school year except for the Williams Report, which is dated for the current school year.

Quick Summary:
ACTION

10.l. 2nd Qtr Report on Williams Uniform Complaints (GOAL: Governance) (9:15 p.m.)

Minutes:

Ms. Peterson indicated there were no complaints filed with any school in the Pacifica School District during the 2nd Quarter (October 1, 2015 December 31, 2015).

Quick Summary:
INFORMATION

11. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS - 9:20 P.M.

11.a. AR 4350 - Compensation (First Reading) (9:20 p.m.)

Minutes:

This represents an update to the Administrative Regulation which was originally approved by the PSD Board in 2002. After their review, the Board requested no further changes. They did request that this AR be brought back before the Board if, in the future, staff requests any changes to mileage and cell phone stipends.

Quick Summary:
FIRST READING

11.b. BP/AR 5111.1 - District Residency (First Reading) (9:30 p.m.)

Minutes:
No changes were requested by the Board.

Quick Summary:
FIRST READING
BP 5111.1 - District Residency (Attachment A)
Use CSBA Sample with Revisions

AR 5111.1 - District Residency (Attachment B and B1)
Use CSBA Sample with Revisions

12. FUTURE AGENDA ITEMS - 9:35 P.M.

Minutes:
Ms. Villalobos asked that the presentation regarding Indigenous Peoples Day be added to the agenda in September 2016. Dr. Tukloff indicated she would add Legislative Action Day to the February 3rd Agenda to see if any Board member(s) would be interested in attending. There is a possibility of an Oddstad Property Agenda Item for February. Mr. Levie inquired about the Board Self-Evaluation. Dr. Tukloff suggested Mr. Levie and Ms. Shiokari meet with her to determine next steps. Ms. Villalobos asked if there were any more thoughts in regards to how the Board would be communicating with the parent community and the public. Mr. Levie indicated he would be speaking with the Superintendent about possibly pulling together a procedure for publishing a Board President Message on a regular basis. Ms. Villalobos inquired about the possibility of adding a Work Study regarding the Library. Dr. Tukloff and Mr. Levie will discuss.

13. ADJOURNMENT - 9:40 P.M.

Minutes:
Mr. Levie adjourned the meeting at 8:58 p.m.

Minutes Approved 2/3/16 - S. Ramirez, Exec. Asst. to the Superintendent

Quick Summary:
NEXT MEETING: February 3, 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. 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

Clerk

Superintendent