

Pacifica School District
Regular Meeting
September 14, 2016 7:00 PM
375 Reina Del Mar Avenue

Pacifica, CA 94044

Attendance Taken at 6:00 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 PM.

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 listed below.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Minutes:

None.

4. CLOSED SESSION

4.a. 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 PM.

Ms. Bredall led the flag salute.

Quick Summary:

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6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

Mr. Levie reported out the Board met during closed session items and No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of August 24, 2016

Order #1 - Motion Passed: It is recommended that the Board approve the Minutes of the August 24, 2016 Regular Meeting.

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:

ACTION

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

Order #2 - Motion Passed: It is recommended that the Board approve the agenda for the September 14, 2016 meeting and all consent agenda items.

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:

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 September 14, 2016 meeting

8.b. Consideration of Acceptance Warrants

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 8/19/2016 through 8/31/2016 totaling \$700,449.71.

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:

ACTION

8.e. Overnight Field Trip Approval

Quick Summary:

CONSENT/ACTION

8.f. Approval of Permit Agreement - Building Kidz (GOAL: Operations)

Quick Summary:

CONSENT/ACTION

8.g. AR 5141.4 Child Abuse Prevention and Reporting (Second Reading)

Quick Summary:

CONSENT/ACTION

8.h. BP/E 5145.6 Parental Notifications (Second Reading)

Quick Summary:

CONSENT/ACTION

9. ACKNOWLEDGEMENTS 7:10 P.M.

9.a. Acknowledgement of Mr. Martin Harrington

Minutes:

Ms. Shiokari acknowledged Mr. Martin Harrington, a long time Administrator in the Pacifica School District. Mr. Harrington recently passed away. Ms. Shiokari spoke of his service in the District. Mr. Harrington retired for the Pacifica School District in 2006.

9.b. Resolution No. 2016-09-14-A: Week of the School Administrator

Order #3 - Motion Passed: It is recommended that the Pacifica School District Board of Trustees approve Resolution No. 2016-09-14-A in honor of District school administrators as celebrated during the Week of the School Administrator, October 10-14, 2016.ACTION

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 read Resolution 2016-09-14-A acknowledging Week of the School Administrator. She thanked the Administrators in the Pacifica School District for their service to the District.

In attendance were Principals, Vice Principals, and Assistant Principals of the Pacifica School District.

Quick Summary:
ACTION

10. COMMUNICATIONS - 7:15 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:

LSEA thanked Tina Van Raaphorst, outgoing Executive Director of ESS for her service to the Pacifica School District.

10.b. CSEA (Classified School Employees Association)

Minutes:

CSEA commended the work of two custodians, Jose Parada and Ron Douglas, who worked diligently to clean Ocean Shore school to prepare for school opening. With the work that was being done at the school site over the summer it needed extra cleaning and the two custodians did an amazing job.

10.c. People Wishing to Address the Board

Minutes:
None

10.d. Correspondence

Minutes:

None

10.e. Board/Superintendent Communications

Minutes:

The Board of Trustees attended Back to School Nights, the PEF Welcome to the District event; Measure N Kickoff for the library; took a tour of San Quentin; a hike with Congresswoman Jackie Speier for the Centennial Celebration of the National Park Service; and worked on a resolution for Indigenous Peoples' Day.

Dr. Tukloff thanked LSEA and CSEA for their kind words to Tina Van Raaphorst. Dr. Tukloff is very excited for Tina's new position as Assistant Superintendent of Business Services for the Jefferson Union High School District.

Tina Van Raaphorst took a moment to thank everyone for her seven years in the Pacifica School District as well as thanking Josie Peterson and Wendy Tukloff for their support during her CBO certification.

11. DISTRICT BUSINESS - 7:30 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.

11.a. Resolution No. 2016-09-14-D Indigenous People's Day - 7:30 P.M.

Order #4 - Motion Passed: It is recommended that the Pacifica School District Board of Trustees approve Resolution No. 2016-09-14-D Indigenous People's Day. ACTION

Passed with a motion by Ms. Laverne Villalobos 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. Tukloff introduced Trustee Villalobos, Cynthia Kaufman, and other members who helped with planning of the presentation of the resolution of Indigenous Peoples' Day.

Cynthia Kaufman introduced the resolution and thanked everyone who were a part of working on the resolution. She also spoke of the history of the day and how we should teach our children of the history of Indigenous Peoples' Day.

Carlos Davidson spoke in favor of Indigenous Peoples' Day.

Rebecca Villalobos spoke on encouraging the Board to approve the resolution of Indigenous Peoples' Day and changing Columbus Day to Indigenous Peoples' Day to recognize the accomplishments and struggles of Native Americans today.

Jonathan Harris expressed his gratitude and support for Indigenous Peoples' Day. He encouraged the Board to pass this resolution.

Trustee Villalobos recognized the Smith family in the audience. She thanked everyone that spoke regarding the resolution.

Trustee Levie read the resolution.

Board members spoke of their support for the resolution.

Quick Summary:
ACTION

11.b. PSD/LSEA Negotiation for the 2017-2018 School Year (LCAP Goal: #1, Governance) - 7:35 P.M.

Order #5 - Motion Passed: It is recommended that the Board adopt the District and LSEA initial joint proposal for contract negotiations for the 2017-2018 school year. ACTION

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:

Ray Avila acknowledged the negotiation team in attendance. Dr. Avila stated that this was the first time in many years that they have been able to bring to the Board a joint proposal to launch the 2017-2018 school year.

Patty McNally thanked Ray Avila, Tina Van Raaphorst and Ellie Cundiff in helping to get this joint proposal going.

Trustee Levie thanked LSEA as well.

Quick Summary:
ACTION

11.c. Pacifica School District/California Schools Employee Association (CSEA) Negotiation for the 2017-2018 School Year (LCAP Goal: #1, Governance) - 7:40 P.M.

Order #6 - Motion Passed: It is recommended that the Board adopt the District's initial proposal for contract negotiations for the 2017-2018 school year. ACTION

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:

Josie Peterson acknowledged and thanked Sue Beckmeyer and Nicole Sayres. Ms. Peterson reviewed items still on the table.

Sue Beckmeyer stated that in a collaborative way the negotiations team are talking about items on the table (i.e., compensation, safety, professional growth; and longevity). Ms. Beckmeyer introduced the newest member, Debbie Skiles.

Trustee Shiokari appreciated the explanation of both CSEA and Josie Peterson of items still on the table.

Quick Summary:
ACTION

11.d. Salary Schedule Change for Unrepresented Employees (LCAP Goal #1: Governance) - 7:45 P.M.

Order #7 - Motion Passed:

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 spoke regarding the salary schedule being brought to the Board with revisions with regard to longevity. The changes provide clarity to staff on how to place an employee on the salary schedule.

Quick Summary:

It is recommended the Board approve the revised salary schedules for Unrepresented Employees effective September 15, 2016.ACTION

11.e. District Water Testing (GOAL: Operations) - 7:50 P.M.

Minutes:

Josie Peterson introduced John Hashizume, Director of Facilities, Maintenance and Operations.

John Hashizume made a presentation: Water Testing for Pacifica School District. (The presentation may be found as an attachment for this item)

Highlights included: Guidance from SMCOE, SMCSIG, and County Counsel advising of the districts responsibilities for quality drinking water in their schools; Potential cost options; Support and guidance by the North Coast County Water District.

Communication to staff and the community will be ongoing as the testing is done. Funding for the testing will come from unallocated funds as stated in the unaudited actuals which are presented tonight.

Board Comments: A statement was made with regard to the Pacifica School District water having nothing wrong with it. Questions: Is the water being tested for lead specifically or an array of tests? Will the aerators be switched out prior to testing and will that change the sampling? Will sampling be taken from all outlets in the District in order to create a baseline?

Mr. Hashizume explained that it is specifically lead they are testing for. He clarified that the screen is taken off and cleaned, and placed back on the aerator prior to sampling. He would like for the baseline to be determined and then test randomly as a practice.

It was determined after discussion that the District would test the District water using in house staff and supported by North Coast County Water District (NCCWD) as presented by Mr. Hashizume.

Quick Summary:

INFORMATION/DISCUSSION

11.f. Peninsula Clean Energy (GOAL: Operations) - 8:05 P.M.

Minutes:

John Hashizume presented information on PCE (Peninsula Clean Energy). PCE is an energy provider for San Mateo County along with PG & E. PCE is a publicly and locally controlled energy provider. (The presentation may be found as an attachment for this item)

Based on an analysis that was done by PCE for the District, beginning October 1, 2016, the District will switch to PCE as the energy provider. This will be a savings of approximately \$9,000 per year for the District.

The Board had discussion about PCE vs. PG & E, as well as the difference in cost for PCE ECOplus and PCE ECO100. They agreed with the direction to try PCE ECOplus for a year and bring discussion back at that time whether to continue with PCE or switch to PG & E.

Quick Summary:

INFORMATION/DISCUSSION

11.g. Report on Opening of School (Goal: Operations) - 8:15 P.M.

Minutes:

Ray Avila spoke on the opening of school. Enrollment has slightly decreased compared to this time last year of approximately 50 students. Dr. Avila expects that the enrollment will increase throughout the school year.

Dr. Avila thanked staff and the Pacifica community for making sure that students came to school fully immunized.

Dr. Avila also thanked LSEA for their support with regard to student placement that may have brought a teacher to a plus one.

Dr. Avila thanked the custodial and maintenance staff for preparing the schools over the summer for staff and students. He also thanked the schools for hosting their Back to School Night.

Quick Summary:

INFORMATION/DISCUSSION

11.h. Educational Support Services Update (LCAP Goal: #1, #2, #3) - 8:20 P.M.

Minutes:

The Educational Support Service Update (ESS) highlighted items that are going on in ESS, they include: devices placed in classrooms; update of phone system; Kick Off to Kindergarten; Preschool SDC class moving to Sunset Ridge from Linda Mar Educational Center. Dr. Tukloff thanked Facilities, Maintenance and Operations for their support with the move. Two County classes folded due to decreased enrollment. One County class is housed at the IBL campus. (The presentation may be found as an attachment for this item.)

Dr. Tukloff mentioned there is a survey that was sent out to staff with regard to the need for childcare.

SBAC results were mailed to parents. The District is still working on a deeper understanding of the results and will continue to support student learning.

Over the summer the District adopted the Bridges program (K-5). Dr. Tukloff mentioned another grant is being written with regard to mathematics and gave an ELA/ELD update. She mentioned the collaboration between the District and NCPP (North County Prevention Partnership) around drug and alcohol abuse. She also spoke about the opportunity for a TUPE grant which is about tobacco use.

Dr. Tukloff talked about School Climate in our schools and the new Foreign Language in the Elementary School (FLES) Spanish program at Sunset Ridge for grades K-3. Grade 6 is teaching the Next Generation Science Standards. There is a Physical Education (PE) App to keep parents informed and up to date on their child's participation in PE for grades 1-5. She spoke of the online programs that are tools for families on our District website. A special thank you to Christy Novack in helping to find the materials to put on our website to help families.

Board comments: Welcome to Pacifica PEF event was a great event but poorly attended. Thanks to collaboration with the Pacifica Libraries, the summer reading program was a wonderful way to extend learning opportunities for students. It was nice to see that the program was not just about reading books but also focused on participation in other ways like taking a walk or singing a song.

There was an inquiry for a way to communicate to administrators by students if there is bullying going on, via a bully button. Dr. Tukloff mentioned the tip line that is currently at IBL and will be added to the K-8 schools, with a focus on grades 6-8 and will be on the school section of the District website.

The County class leaving was brought up with regard to classroom space. Dr. Tukloff stated that the RSP program is now housed in that classroom at Ocean Shore, as more room was necessary to run the RSP program.

Quick Summary:
INFORMATION

11.i. Teacher Induction Support Plan (LCAP Goal #1) - 8:30 P.M.

Minutes:

Ray Avila talked about the programs in our District that support our new teachers in the District.

Dr. Avila presented the Teacher Induction Support Plan and spoke about the different levels of support that the teachers may need and those supports that are available to them. (The plan is attached to this agenda item.)

Board Comments: Appreciated the section that focused on empathy to the teacher as they face challenges.

Quick Summary:
INFORMATION/DISCUSSION

11.j. Resolution No. 2016-09-14-B for Attendance Awareness Month (LCAP Goal: #3) - 8:35 P.M.

Order #8 - Motion Passed: It is recommended that the Board of Trustees adopt Resolution No. 2016-09-14-B endorsing September 2016 as Attendance Awareness Month. ACTION

Passed with a motion by Ms. Laverne Villalobos 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:

Ray Avila spoke about September being Attendance Awareness Month and the importance of regular school attendance. Our school sites will increase attendance by reminding our families of the importance of regular attendance. The District continues to decrease chronic absenteeism. It is monitored monthly.

Dr. Anne Campbell, County Superintendent has created certificates for those students in 2015-2016 school year with perfect attendance. She wants to focus on those students that were in attendance.

Quick Summary:
ACTION

11.k. Candidates' Forum Night (Goal: Governance) - 8:40 P.M.

Minutes:

Wendy Tukloff mentioned the candidates for this coming election: Andrea Gould, Connor Kessler, and Jesse Levin. Matt Levie will not be running in the election.

Discussion surrounded whether to do one or two forums. Dr. Tukloff spoke on how the structure of the forum night would go. There would

also be a moderator in attendance to help monitor the questions. Trustee Shiokari has agreed to be the moderator.

Board Comments: One event is sufficient as they are not hugely attended. The forum is a good opportunity for the community to come and learn about the candidates.

Quick Summary:
DISCUSSION

11.1. Approval of Unaudited Actuals for Fiscal Year 2015-16 (Goal: Governance) - 8:45 P.M.

Order #9 - Motion Passed:

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:

Josie Peterson presented the Unaudited Actuals for the 2015-16 school year. Once the Board approves the Unaudited Actuals, they are then sent to the County for review as well.

The reserve has remained at 6% which is a sufficient amount to meet the Districts cash flow. This 6% reserve will help with the 17-18 and 18-19 school years as the State is not showing a significant COLA increase at this time. The 6% reserve will help the District going in to these upcoming school years, if the State doesn't come through with an increase in the COLA's.

Ms. Peterson reassured that all of the funds are positive. The next review will be October 31st and that review will be brought to the Board.

Quick Summary:

It is recommended that the Board approve the preliminary financial statements for the 2015-16 fiscal year, and authorize the Superintendent to file the statements with the San Mateo County Office of Education. ACTION

11.m. Adoption of the GANN Resolution No. 2016-09-14-C (GOAL: Governance) - 8:50 P.M.

Order #11 - Motion Passed:

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
Yes Ms. Kathy Shiokari
Yes Ms. Laverne Villalobos

Minutes:

Josie Peterson informed the Board that the GANN limit was created to limit the growth in government spending.

Districts are required to review their GANN limit once they have closed books from the prior year. The review shows that the District did not go over its spending limit. This is also submitted to the County Office of Education for review as well.

Quick Summary:

It is recommended that the Board approve Resolution No. 2016-09-14-C to adopt the Gann Limit for the fiscal year 2016-2017.ACTION

12. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:55 P.M.

12.a. July 2016 Manual Maintenance and Minor Revisions- 0000, 6000 Series (First Reading)

Minutes:

Board reviewed Board policies for the 0000, 6000 Series. There were no questions or comments from the Board.

Quick Summary:

July 2016 Manual Maintenance and Minor Revisions FIRST
READING (Attachment B) BP 05202 Title I Program Improvement Schools Use CSBA Sample with Revisions (Attachment C) AR 0520.2 Title I Program Improvement Schools Use CSBA Sample with Revisions (Attachment D) BP 0520.3 Title I Program Improvement Districts Use CSBA Sample with Revisions (Attachment E) AR 6158 Independent Study Use CSBA Sample with Revisions (Attachment F) AR 6164.41 Children with Disabilities Enrolled by Their Parents in Private School Use CSBA Sample with Revisions (Attachment G) BP 6179 Supplemental Instruction Use CSBA Sample with Revisions

12.b. July 2016 Manual Maintenance and Minor Revisions-3000 (First Reading)

Minutes:

Board reviewed Board policies for the 3000 Series.

Board Comments: Question regarding AR 3516.3 Earthquake Emergency Procedure System and securing large pieces of furniture. Is there a process in place when a teacher acquires furniture.

Question regarding BP 3553 Free and Reduced Price Meals with regard to limiting online availability of forms.

Ms. Peterson stated that it is the Districts procedure to secure the

larger pieces of furniture. The District does routine maintenance checks to be sure that furniture is secure in the classrooms.

Ms. Peterson stated that the online application process would not be cost effective for the District as only 20% of the District's enrollment would actually be using the online application but the District would have to offer it to the entire enrollment population and it would not be cost effective.

Quick Summary:

July 2016 Manual Maintenance and Minor Revisions FIRST
READING(Attachment B) BP 3513.3 Tobacco-Free Schools - Use CSBA
Sample with Revisions(Attachment C) AR 3513.3 Tobacco-Free Schools -
Use CSBA Sample with Revisions(Attachment D) AR 3516.3 Earthquake
Emergency Procedure System - Use CSBA Sample with
Revisions(Attachment E) BP 3553 Free and Reduced Price Meals - Use
CSBA Policy with Revisions(Attachment F) AR 3553 Free and Reduced
Price Meals - Use CSBA Policy with Revisions(Attachment G) BP 3555
Nutrition Program Compliance - Use CSBA Sample with Revisions

13. FUTURE AGENDA ITEMS - 9:05 P.M.

Minutes:

No additions at this time.

14. ADJOURNMENT - 9:10 P.M.

Minutes:

Meeting was adjourned at 9:31 PM

Minutes Approved 10/5/2016 - S. Campos, Exec. Asst. to the Superintendent

Quick Summary:

NEXT MEETING: October 5, 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