

Agenda/Meeting Materials

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](#))

The agenda shall specify that an individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.

Agenda Preparation

The Superintendent, as Secretary to the Board, in consultation with the Board president and the Board Clerk (“the agenda setting team”), shall prepare the agenda for each regular and special meeting. The three members of the agenda setting team will make all decisions regarding the agenda by majority rule.

Any Board member or any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and be submitted for consideration to the Superintendent or designee with supporting documents and information, if any, at least two weeks before the scheduled meeting date. Items submitted less than two week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The agenda setting team 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, the agenda setting team shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The agenda setting team shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item or consent 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 Materials

Contracts:

All contracts, agreements for service, and other similar documents that impact students or staff being presented to the Board for review or approval will always include Annual Measurable Outcomes and Metrics of Success. A sample of such AMOs and Metrics of Success for an after-school program would be:

The goal of this program is to build skills that will help students to excel academically; to develop discipline and responsibility; and to become well-adjusted, productive citizens in the community. 60% or more of the participating students will demonstrate improvement in academic performance, attendance, and behavior, as shown by SBAC ELA scores, daily attendance data, and office referral rates. 65% or more of the participating students will show increased strengths in the following areas: growth mindset, belonging, relevance, goal-setting, and progress monitoring self efficacy, self advocacy, and study and time management skills, as shown by Youth Truth Survey data and other similar data. All necessary baseline data will be collected at the start of the program. Data to be collected: program attendance, parent and student pre-and post survey data, and school academic and nonacademic data (STAR reading or other similar data, SBAC scores attendance, grades, and behavior.) Vendor will also meet monthly with families to build strong relationships, learn from and with parents, and build capacity of parents to support their child's education. Presentations:

All presentations about student learning, school climate, other student-related information, or information relating to staff will always include the data disaggregated by school and disaggregated by demographic group; in addition the presentation will always include a view of the data over time and a comparison of the data to like data from other districts. For all student-related data, available online will be the data by school and classroom, with the grade level for each classroom shown but the actual classroom identification information hidden.

Consent Items

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Agenda Dissemination

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting, together with 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 and president shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to request additional information on agenda items.

Upon request, the Superintendent or designee shall make the agenda and/or agenda packet available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code [54954.1](#))

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 occurs first. (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.

Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

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

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 1999

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, 2002

CALIFORNIA CITY ATTORNEY PUBLICATIONS

Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.state.ca.us>

Bylaw WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

adopted: May 2, 2007 Richmond, California

revised: July 19, 2017 revised: July 24, 2019