

Governing Board Meetings

## Agenda/Meeting Materials

Meetings of the Board are conducted for the purpose of accomplishing District business. As a matter of District policy and state law, meetings shall ordinarily be held in public. The Board may conduct closed meeting sessions to discuss confidential matters as provided by state law. The Superintendent is responsible for creating the agenda for each regular Board meeting.

The Board encourages community involvement in the schools as an essential element of effective school governance. The Board and administration shall actively seek the input of parents/guardians and interested community members on Board agenda items. Members of the public who wish to address the Board will be afforded three (3) minutes to address both agenda items and/or items not appearing on the agenda. Discussion on items not appearing on the agenda shall be limited to thirty (30) minutes total. It is also the intent of the Board that members of the public be able to place matters directly related to school district business on the agenda of the school district governing board meetings.

## Requests To Place Items On Agenda

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 to the Superintendent with supporting documents and information. To be acceptable, a written request for Board consideration of a matter must meet the following criteria:

- a. Indicate the member of the public's name, address and telephone number of the person(s) wishing to speak to the issue agendaized and his/her request; and, if the member of the public so chooses, indicate the name of the organization or group represented, if any.
- b. Statement of action to be requested of the Board and pertinent background information leading to the request.
- c. The matter must pertain to the business of the school district.
- d. The matter shall not be in conflict with any applicable local, State or Federal laws that govern school districts, constitutions, regulations or court decisions.
- e. Matters regarding complaints concerning school officers, personnel, or instructional materials shall not be considered, but shall be handled in accordance with Board Policy 1312.1, 1312.2, 1312.3 and 1312.4

- f. The matter will be placed on the agenda under the appropriate section as an Information-Pending-Action item or as an Action item, at the discretion of the Superintendent and Board President. Items, which provide for major changes, will normally be first agendized as Information for discussion purposes.

The Superintendent shall determine whether or not the request is within the subject matter jurisdiction of the Board.

The Superintendent and Board President will determine whether the agenda item is appropriate for discussion in the open or closed session of the Board. Background information, if any is necessary, shall be provided by the Superintendent or by the Superintendent's designee.

The Superintendent and Board President will determine the appropriate amount of time needed to prepare background information before placing the item on a Board agenda for the Board's consideration. All agenda items submitted for consideration by the Board of Education should contain options wherever appropriate, so that the Board may have a choice of actions to consider. The Superintendent reserves the right to select the options that will finally be submitted to the Board, and to make his/her own recommendations where appropriate.

The Superintendent and Board President retain the right to decline to agendize an item requested by a member of the public if that same item or one substantially similar in the opinion of the Superintendent has been previously agendized in the past 12 calendar months. This applies even if the request comes from a party other than the one who requested the previous similar item.

#### Public Testimony

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public, before or during the Board's consideration of the item, that is within the subject matter jurisdiction of the Board, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by Government Code 54954.2(b). (Government Code 54954.3)

Because the Board has a responsibility to conduct district business in an orderly and efficient manner, reasonable controls shall regulate public presentation to the Board. Members of the public, whether individuals or groups, may address the Board subject to the following procedures:

#### 1. Public Comments on Agenda Items

Public comment on agenda items shall be heard before or during the time the item is being considered by the Board. Individuals seeking to address the Board on agenda items shall abide by the following:

- a. Complete the form entitled REQUEST TO ADDRESS GOVERNING BOARD stating the specific agenda item and the topic of concern or issue. The forms will be accepted on a first come, first served basis, and must be submitted prior to the beginning of the meeting.
- b. An individual may speak for a total of three (3) minutes on Agenda items at any one Board meeting and may not submit additional forms in an effort to extend the three minute time limitation. An individual wishing to be heard by the Board shall first be recognized by the Board President. She or he shall then identify herself or himself and proceed to comment within the three-minute time limitation. The speaker should address all agenda items that the speaker wishes to address within the time allotted and when called to speak. The speaker will not be called back to the podium to address the Board multiple times during the agenda. Rather, the speaker will be called upon once to address all agenda items that he or she indicating an interest in addressing. The Board President may authorize the removal of any individual who willfully interrupts a Board meeting by his or her conduct, including, but not limited to, refusing to relinquish the podium after his or her three minutes have ended. (Government Code 54957.9) The times spent by staff and Members of the Board in responding to questions raised by the individual speaker shall not count against the speaker's allotted time.

The agenda need not provide an opportunity for members of the public to address the Board on any item that has already been considered by a committee, composed exclusively of Board members, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item, as determined by the Board.

Every notice for a special meeting at which action is proposed to be taken on an item shall provide an opportunity for members of the public to directly address the Board concerning that item prior to action on the item. The foregoing rules for public comments on agenda and non-agenda items shall apply to both regular and special meetings.

## 2. Non-Agenda Items

Members of the public may bring matters before the Board that are not on the agenda of a regular meeting. The Board may refer the matter to the Superintendent or designee or take it under advisement, but shall not take action at that time. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board. Individuals desiring to address the Board regarding a non-agenda item shall abide by the following:

- a. Complete the form entitled REQUEST TO ADDRESS GOVERNING BOARD stating the specific topic of concern or issue. The forms will be accepted on a first-come, first-served basis, and must be submitted and must be submitted prior to the beginning of the meeting.

- b. An individual may speak for a total of three (3) minutes on Non-Agenda Items and may not submit additional forms in an effort to extend the three-minute time limitation. An individual wishing to be heard by the Board shall first be recognized by the Board President. He or she shall then identify himself or herself and proceed to comment within the three-minute time limitation.

The Board President may authorize the removal of any individual who willfully interrupts a Board meeting by his or her conduct, including, but not limited to, refusing to relinquish the podium after his or her three minutes have ended (Government Code 54957.9) The time spent by staff and Members of the Board in responding to questions raised by the individual speaker shall not count against the speaker's allotted time.

- c. Request to address the Board under the heading, "Public Testimony on Items Not Listed On Agenda" shall be scheduled after "Communications" or after "New Business" on the agenda.
- d. The Board President, with the consent of the Board, may modify the foregoing time limits.

Board meetings shall be conducted in accordance with applicable laws, policies, and regulations.

Legal Reference:

CALIFORNIA EDUCATION CODE

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CALIFORNIA GOVERNMENT CODE

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Adopted: April 18, 1988

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May 5, 2015

LONG BEACH UNIFIED SCHOOL DISTRICT