

VENTURA COUNTY BOARD OF EDUCATION

BOARD POLICY NO. 9322

ADOPTED: 09/30/24

CLASSIFICATION: Board Bylaws

REVISED:

SUBJECT: Board Meetings Agendas and Materials

AGENDA CONTENT

County Board of Education meeting agendas shall reflect the County Board's vision and goals, including a focus on student learning and well-being.

Each agenda shall state the meeting time and place and shall briefly describe each item of business to be transacted or discussed, including items to be discussed in closed session.

In order to promote efficient meetings, the County Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent agenda items shall address matters of a routine nature for which County Board discussion is not anticipated and for which approval is recommended. When any County Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a separate agenda item.

The agenda shall provide members of the public an opportunity to address the County Board on any agenda item, including any consent agenda item, before or during the County Board's consideration of the item. The agenda for a regular meeting shall also provide members of the public an opportunity to address the County Board on matters within the subject matter jurisdiction of the County Board which are not on the agenda.

The agenda does not need to provide an opportunity for public comment on an item that has previously been considered at an open meeting by a committee comprised exclusively of County Board members, provided that members of the public were afforded an opportunity to comment on the item before or during the committee's consideration of the item, and the item has not been substantially changed since the committee considered it.

The notice and agenda shall describe the means available for the public to access the meeting and provide public comment in-person, and if a County Board member is appearing remotely due to an emergency circumstance or for just cause pursuant to Government Code 54953, through an internet-based service or call-in option.

The agenda shall include information regarding how, when, and to whom a request for disability-related accommodations or modifications, including auxiliary aids and services, may be made by an individual who requires accommodations or modifications in order to participate in the County Board meeting as well as the procedure for receiving and resolving such requests as required by law.

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.

Each agenda for a regular meeting shall list the address designated for public inspection of documents related to an open session item, or for records of a statement threatening litigation against VCOE to be discussed in closed session, when such documents have been distributed to the County Board less than 72 hours before the meeting.

Each agenda shall include a statement regarding the option for students and parents/guardians to request that directory information or personal information of the student or parent/guardian, as defined in Education Code 49061 and/or 49073.2, be excluded from the minutes. The agenda shall also state that the request must be made in writing to the secretary or clerk of the County Board.

AGENDA PREPARATION

The County Board President and the County Superintendent of Schools, as secretary to the County Board, shall work together to develop the agenda for each regular and special meeting.

Any County Board member or member of the public may request that a matter within the jurisdiction of the County Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the County Superintendent and County Board President with supporting documents and information, if any at least 12 days before the scheduled meeting date. Items submitted less than 12 days before the scheduled meeting date may be postponed to a later meeting to allow sufficient time for consideration and research of the issue.

The County Board President and County Superintendent shall initially decide whether a request from a member of the public is within the subject matter jurisdiction of the County Board. Items not within the subject matter jurisdiction of the County Board shall not be placed on the agenda. In addition, before placing the item on the agenda, the County Board President and County Superintendent shall determine if the item is merely a request for information, and if so, respond accordingly.

If a request from a County Board member to place an item on the agenda is denied, the member may ask the County Board to take action during a County Board meeting to determine whether the item shall be placed on the agenda.

The County Board President and County Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to County Board vote or an information item, and when the item is placed on the agenda.

AGENDA DISSEMINATION TO COUNTY BOARD MEMBERS

At least 72 hours before each regular meeting, each County Board member shall be provided a copy of the agenda and agenda packet, including any reports from the County Superintendent; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available documents pertinent to the meeting.

When Special Meetings are called, County Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted.

County Board members shall review agenda materials before each meeting. Individual members may confer directly with the County Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of County Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the County Board.

AGENDA DISSEMINATION TO MEMBERS OF THE PUBLIC

Agenda and related materials distributed to the County Board shall be made available to the public upon request without delay. However, only those documents which are public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting or which contain a claim or written threat of litigation which will be disclosed in closed session shall be made available to the public.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public.

In addition, the agenda shall be posted on the homepage of the VCOE website. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the VCOE's agenda management platform in accordance with Government Code 54954.2. When the VCOE utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the website with the County Board meeting agendas, and the current agenda shall be the first available.

If a writing which relates to an open session agenda item, or which contains a claim or written threat of litigation which will be discussed in closed session during a regular County Board meeting is distributed to the County Board less than 72 hours prior to the meeting, the writing shall be made available for public inspection at a designated location at the same time the document is distributed to all or a majority of the County Board. However, if the writing is distributed to at least a majority of the County Board at a time when the designated location is closed to the public, this requirement may be satisfied by posting the writing on the VCOE website if the following conditions are met:

1. An initial staff report or similar document containing an executive summary and any staff recommendations related to the agenda item is made available for public inspection at the designated location at least 72 hours before the meeting.
2. The writing is immediately posted on the VCOE website in a position and manner that makes it clear that the writing relates to an agenda item for the upcoming meeting.
3. VCOE lists the website address when such writings may be accessed on all County Board meeting agendas.

4. A physical copy of the document is made available for public inspection at the designated location at the beginning of the next regular business hours, but not less than 24 hours before the relevant County Board meeting.

As County Board secretary, it is the responsibility of the County Superintendent or designee to mail a copy of the agenda or the documents constituting the agenda packet to any person who requests the items and, if the person requests delivery by email, to email the materials or a website link to the materials to that person. The requested materials shall be emailed or mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the County Board, whichever occurs first.

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.

Any document prepared by the County Board or VCOE and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person and presented at the meeting shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act.

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act.

Legal Reference:

EDUCATION CODE

35145.5	Agenda; public participation and regulations
49061	Student records; definitions
49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting

GOVERNMENT CODE

53635.7	Separate item of business
54953	Meetings; Americans with Disabilities Act accessibility
54954.2	Agenda posting requirements; board actions
54954.3	Opportunity for public to address legislative body
54954.5	Closed session item descriptions
54956	Special meetings
54956.5	Emergency meetings
54956.9	Lawyer-client privilege for purpose of conducting closed session
54957.5	Public records
54960.2	Challenging board actions; cease and desist
7920-7930.170	California Public Records Act
95000-95029	California Early Intervention Services Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Nondiscrimination on the basis of disability; public accommodations;
auxiliary aids and services

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

Call to Order: A Blueprint for Great Board Meetings, 2018