

**Pacifica School District  
Regular Meeting**  
August 24, 2016 7:00 PM  
375 Reina Del Mar Avenue

Pacifica, CA 94044

**Attendance Taken at 7:05 PM:**

Present:

Ms. Elizabeth Bredall  
Ms. Andrea Gould  
Mr. Matthew Levie  
Ms. Kathy Shiokari  
Ms. Laverne Villalobos

**1. OPEN SESSION - 5:00 P.M. - CALL TO ORDER AND ROLL CALL AND  
ANNOUNCEMENT: RECORDING OF THE MEETING**

Minutes:

Matt Levie, Board President, opened session at 5:08 p.m.

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:

Matt Levie, Board President, announced the items in closed session and announced closed session.

**3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

Minutes:

There were no comments on closed session items.

**4. CLOSED SESSION**

**4.a. Conference with Real Property Negotiators**

Quick Summary:

Property: Oddstad School Site, 930 Oddstad Boulevard, Pacifica CA  
Agency Negotiator: Wendy S. Tukloff, Superintendent  
Negotiating Parties: Habitat for Humanity and Pacifica School  
District Under Negotiations: Price and terms of sale

**4.b. Conference with Labor Negotiator**

**Agency Negotiator: Wendy S. Tukloff, Superintendent**

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

**4.c. 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:

Matt Levie, Board President, called the open session at 7:02 p.m. Flag salute was led by Laverne Villalobos.

Quick Summary:

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**6. REPORT OUT ON CLOSED SESSION TOPICS**

Minutes:

The Board met in closed session regarding: Conference with Real Property Negotiators; Conference with Labor Negotiator Agency Negotiator; and Public Employee Performance Evaluation. No action was taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

**7. APPROVAL OF THE MINUTES of August 3, 2016**

**Motion Passed:** It is recommended that the Board approve the Minutes of the August 3, 2016 Regular Meeting. 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:

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 meeting and all consent agenda items. Passed with a motion by Ms. Laverne Villalobos 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 August 24, 2016 meeting**

Quick Summary:

It is recommended that the Board approve the agenda for the August 24, 2016 Regular 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

7/22/2016 through 08/05/2016 totaling \$828,168.85. 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 following Personnel changes as presented. CONSENT/ACTION

**8.e. Credential Internship Agreement between the District and Alliant International University**

Quick Summary:

It is recommended that the Board approve the Interagency Agreement to place Credentialed Interns between the District and Alliant International University, in effect for the period from August 1, 2016 through July 31, 2021. This contract has been updated to address new regulations pursuant to California Ed Code 44321 regarding the support and supervision of interns. CONSENT/ACTION

**8.f. Approval of Resolution 2016-08-24-A Workers Compensation Benefits for Volunteer Workers**

Quick Summary:

It is recommended that the Board of Trustees approve Resolution 2016-08-24-A Worker's Compensation Benefits for Volunteer Workers.

CONSENT/ACTION

**8.g. Declaration of Surplus Equipment**

Quick Summary:

It is recommended that the Board declare the following equipment as surplus: 1998 Ford Econoline 150 Van Vin #: 1FTRE1425WHC07813 - License #: 1001640. CONSENT/ACTION

**8.h. April 2016 Special Release - 3000 Series (Second Reading)**

Quick Summary:

SECOND READING It is recommended that the Board approve the CSBA April 2016 Manual Maintenance: (Attachment A) Board Memo April 2016 Special Release (Attachment B) BP3515.2 use CSBA Sample (Attachment C) AR3515.2 use CSBA Sample (Attachment D) BP3515.7 Use CSBA Sample. CONSENT/ACTION

**8.i. May 2016 Manual Maintenance and Minor Revisions- 0000, 1000, 60000, 90000 Series (Second Reading)**

Quick Summary:

SECOND READING It is recommended that the Pacifica School District Board of Trustees approve the May 2016 Manual Maintenance and Minor Revisions: (Attachment A) Board Memo May 2016 Manual Maintenance and Minor Revisions (Attachment B) AR 6158 Independent Study Use PSD Current with Revisions (Attachment C) AR 6171 Title I Programs Use PSD Current with Revisions (Attachment D) E 0420.41 Charter School Oversight Use CSBA Sample As Is (Attachment E) E 9323.2 Actions By the Board Use PSD Exhibit with Revisions (Attachment F) BB 9222 Resignation Use CSBA Sample As Is (Attachment G) BB 9270 Conflict of Interest Use CSBA Sample As Is (Attachment H) E 9270 Conflict of Interest Use PSD Exhibit with Revisions. CONSENT/ACTION

**8.j. May 2016 Manual Maintenance and Minor Revisions - 3000 Series (Second Reading)**

Quick Summary:

SECOND READING May 2016 Manual Maintenance and Minor Revisions (Attachment A Board Memo) May 2016 Manual Maintenance and Minor Revisions (Attachment B) AR3311 CSBA Sample w Revisions (Attachment C) BP3311 CSBA Sample w revisions (Attachment D) AR3314 PSD Current Policy w revisions (Attachment E) BP3541.2 CSBA Sample (Attachment F) AR3541.2 PSD Current. CONSENT/ACTION

**8.k. May 2016 Manual Maintenance and Minor Revisions - 4000-5000 Series -**

**(Second Reading)**

Quick Summary:

May 2016 Manual Maintenance and Minor Revisions SECOND READING (Attachment A) Board Memo - May 2016 Manual Maintenance and

Minor Revisions(Attachment B) BP4030 Nondiscrimination in Employment - Use Current PSD Policy with Revisions(Attachment C) AR4112 Appointment and Conditions of Employment - Use Current PSD Policy with Revisions(Attachment D) BP4112.21 Interns - Use Current PSD Policy with Revisions(Attachment E) AR4112.23 Special Education - Staff - Use Current PSD Policy with Revisions(Attachment F) AR4112.24 Teacher Qualifications Under The No Child Left Behind Act - Delete per CSBA Recommendation (Attachment G) E4112.9 Employee Notifications -Certified - Use Current PSD Policy with Revisions(Attachment H) E4212.9 Employee Notifications - Classified - Use Current PSD Policy with Revisions(Attachment I) E4312.9 Employee Notifications - Management - Use Current PSD Policy with Revisions(Attachment J) BP4117.13 Early Retirement Option - Certificated - Use CSBA Sample with Revisions(Attachment K) BP4317.13 Early Retirement Option - Management - Use CSBA Sample with Revisions. ACTION/CONSENT

#### **8.1. June 2016 Manual Maintenance - 9000 Series (Second Reading)**

Quick Summary:

SECOND READING June 2016 Manual Maintenance - 9000 Series(Attachment A ) Board Memo June 2016 Manual Maintenance(Attachment B) BB 9321 Closed Session Purposes and Agendas- Use CSBA Sample As Is.CONSENT/ACTION

#### **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:

LSEA reported having a great start to the school year. They thanked the support staff and a special thank you to Nelson Sendino and David Garibaldi, who had an incredible amount of work and are still doing.

##### **9.b. CSEA (Classified School Employees Association)**

Minutes:

LSEA reported out on behalf of CSEA: The first day of school was great and they look forward to a productive and collaborative school year.

##### **9.c. People Wishing to Address the Board**

Minutes:

None

##### **9.d. Correspondence**

Minutes:

Dr. Tukloff reported that a letter was received by Matt Levie from Dr. Gary Waddell, Deputy Superintendent of the County Office of Education, approving the District's LCAP for the 2016-2017 school year. Dr. Tukloff thanked and congratulated Tina Van Raaphorst for

moving the District forward in the LCAP process, and congratulated the District Leadership Team as well.

#### **9.e. Board/Superintendent Communications**

##### **Minutes:**

The Board reported out on several items: Attendance at promotions/graduations at the end of last school year; New Teacher Orientation; City Council meetings regarding the new Library; Library Advisory Meeting; Joint Articulation Meeting. Matt Levie reminded everyone of the upcoming Pacifica School District and Jefferson Union High School District Trustee elections.

#### **10. PRESENTATIONS 7:20 P.M.**

##### **10.a. Introduction of the New Principal, Ocean Shore School: Mr. Joseph Funk (Goal: Governance)**

##### **Minutes:**

Dr. Avila introduced Mr. Joseph Funk as the new Principal of Ocean Shore School and thanked Ms. Karen Gnusti for her service time as Principal.

Mr. Funk spoke on the first day of school. He thanked the District and the Board for their support. Ms. Gnusti presented Mr. Funk with a gift from the PTO.

Mr. Levie welcomed Mr. Funk and thanked Ms. Gnusti.

##### **Quick Summary:**

Pacifica School District began the search for the new principal of Ocean Shore School soon after Ms. Karen Gnusti announced she would not be returning to PSD after the 2015-16 school year. INFORMATION

#### **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](http://www.pacificasd.org), under District Information, Board of Trustees.

##### **11.a. Oddstad Property (Goal #1) - 7:30 P.M.**

##### **Minutes:**

Ms. Peterson updated the Trustees on the Oddstad property. She highlighted the EHP Education Housing Partners' presentation on June 22nd at a Board Work Study that is available on the District's website. She also shared that there is a District subcommittee focused on the Oddstad Property project.

Community member Tony Parra addressed the Board. Mr. Parra stated he

has three concerns with regard to Habitat for Humanity 1) how many units will there be? 2) what type of units will they be? 3) what will be their road access be?

Mr. Parra asked questions regarding the location and public transportation accessibility; cost of the units: are they affordable; will staff be able to reapply after the time period allotted? He suggested that teachers get paid higher wages instead of creating affordable housing.

Further discussion by the Board included: The number of units on the second piece of property, maximum of 20 units for section labeled Habitat for Humanity; Traffic impact; transportation in the area; and the potential use of a property management company as opposed to creating a Housing Board within the District.

Mr. Levie addressed scheduling the community meetings regarding the Oddstad property: Meetings are scheduled for Sunday, September 18th during the day and Monday, September 26th in the evening. The times and location will be determined and posted in various ways to the community.

Quick Summary:

This agenda item was scheduled so that the Board can continue discussions of the Oddstad Property. INFORMATION/DISCUSSION

**11.b. Pacifica School District Student Enrollment Procedures (Operations) - 7:40 P.M.**

Minutes:

Dr. Avila reported on the minor revisions to the Pacifica School District Enrollment Procedures. Highlighted was the change from using a date to the last Friday of the month for sixth grade lottery. Dr. Avila introduced and thanked Marta Grech, Student Services Administrative Secretary, for her hard work.

Quick Summary:

INFORMATION/DISCUSSION

**11.c. Public Hearing Approval of Contract with Enlight Prop 39 Lighting Project (Operations)- 7:45 P.M.**

**Motion Passed:** 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

Minutes:

Ms. Peterson reported on the Prop 39 funding for Pacifica School District for energy efficiency. She reported out on the energy improvements thus far. Three bids were submitted for lighting around the District. County Counsel and our auditors reviewed the

procurement process. After reference checking, the recommendation is to contract with Enlight. A comment was made regarding the darkness at Linda Mar Education Center when leaving at night. Clarification was provided that this project is to replace existing lighting and not to add lighting.

**Quick Summary:**

It is recommended that the Board of Trustees approve the contract with Enlight for Prop 39 Lighting Retrofits for \$164,264. ACTION

**11.d. Ortega Easement (Operations) - 7:50 P.M.**

**Motion Passed:** Passed with a motion by Ms. Kathy Shiokari 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:**

Ms. Peterson presented the Ortega Easement agreement with the City of Pacifica. This easement allows the City access to work and fix the pipe.

A concern was raised regarding the effect on student activities should the City need to work on the pipe. Ms. Peterson shared the City works very closely with the District to ensure as little impact on the school activities as possible.

**Quick Summary:**

It is recommended that the Board approve the Grant of Storm Drainage Easement Agreement between the Pacifica School District and the City of Pacifica. ACTION

**11.e. Operations Plan Update Goals #1 and #3)- 7:55 P.M.**

**Minutes:**

Dr. Tukloff reported on the District's Operations Plan (see attached plan). After review, it was found that the elements of the Operations Plan now exist in the District's LCAP. It was recommended and agreed upon that the Operations Plan become an historical document and archived, with the LCAP becoming the document to guide our District goals with regard to Facilities and Operations.

**Quick Summary:**

The Pacifica School District Strategic Plan: 21st Century Learning, adopted in 2010-11, provides the foundation for our work as evidenced through our Companion Plans: Curriculum Plans, Support Plans and Operational Plans as well as our Local Control Accountability Plan (LCAP). INFORMATION/DISCUSSION

**11.f. Resolution 2016-08-24-B: Conflict of Interest (Governance) - 8:05 P.M.**



**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. Tukloff presented an updated Conflict of Interest Resolution that now includes the Executive Director and a Director for Maintenance and Operations.

**Quick Summary:**

It is recommended the Pacifica School District Board of Trustees approve Resolution 2016-08-24-B: Conflict of Interest. ACTION

**11.g. Trustee School Assignment 2016-17 (Governance) - 8:10 P.M.**

**Minutes:**

Board discussion was around determining which Trustee would be assigned to which school for the 2016-17 school year.

Matt Levie assigned to Ocean Shore  
Kathy Shiokari assigned to Ortega and Ingrid B. Lacy M.S.  
Elizabeth Bredall assigned to Sunset Ridge  
Laverne Villalobos assigned to Linda Mar Educational Center and Vallemar  
Andrea Gould assigned to Cabrillo

**Quick Summary:**

The Pacifica School District Board of Trustees assigns themselves to a particular school with the intent for a Trustee to gain a deeper understanding about the school community. Each year the Trustees change school assignments. Potential areas of responsibility could include: 1. Community contact person, should communication with a Trustee be needed 2. In-depth understanding of the Single Plan for Student Achievement 3. Attendance to school events and occasional on-site visits. This assignment does not preclude other Trustees to attend school activities that they are not assigned.  
INFORMATION/DISCUSSION

**11.h. 4th Quarter Report on Williams Complaints (Operations) - 8:20 P.M.**

**Minutes:**

Ms. Peterson reported that there were no Williams Complaints for the period of April 2016 and June 2016.

**Quick Summary:**

As part of the Williams Settlement, the Pacifica School District must submit a Quarterly Report on Williams Uniform Complaints [Education Code 35186] to the San Mateo County Office of Education. Attached

is the 4th Quarter Report on Williams Uniform Complaints. INFORMATION

**11.i. Call for Nominations for Directors-At-Large Asian/Pacific Islander and Hispanic (Governance)- 8:25 P.M.**

Minutes:

Dr. Tukloff presented to the Trustees information regarding nominations for Directors-At-Large Asian/Pacific Islander and Hispanic to determine if there was interest in making a nomination. The Board of Trustees had no interest.

Quick Summary:

Nominations for CSBA Director-at-Large Asian/Pacific Islander and Hispanic are currently being accepted until Friday, September 30, 2016. Attachments for this memorandum include: Memorandum from CSBA President Chris Unger, Nomination Forms, Candidate Form, Meetings Schedule, Roles and Responsibilities, Guiding Principles of Governance, and Core Values, and Frequently Asked Questions. Staff is requesting direction regarding this nomination option. DISCUSSION

**11.j. Resolution No. 2016-08-24-C: Board Compensation for Missed Meetings (Governance)- 8:30 P.M.**

**Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Andrea Gould.

Yes Ms. Elizabeth Bredall  
Yes Ms. Andrea Gould  
Yes Mr. Matthew Levie  
Abstain Ms. Kathy Shiokari  
Abstain Ms. Laverne Villalobos

Minutes:

Dr. Tukloff presented the resolution regarding Board compensation. Ms. Kathy Shiokari and Ms. Laverne Villalobos were unable to attend the August 3rd Board Meeting.

Quick Summary:

It is recommended that the Pacifica School District Board of Trustees approve Resolution No. 2016-08-24-C: Board Compensation for Missed Meetings. ACTION

**12. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 8:35 P.M.**

**12.a. BP/AR 1230 School Connected Organizations (First Reading)-8:35 P.M.**

Minutes:

After discussion, the Board and Dr. Tukloff decided to consult with County Counsel regarding liability and to seek input from the school PTO. This BP/AR will be brought back for a future meeting.

Quick Summary:

FIRST READING It is recommended that the Trustees recommend to use the CSBA Sample BP 1230 School-Connected Organizations as is and the CSBA Sample AR 1230 School-Connected Organizations with revisions. (Attachment A Board Memo) BP/AR 1230 School Connected Organizations (Attachment B) BP 1230 School Connected Organizations- Use CSBA Sample As Is (Attachment C) BP 1230 School Connected Organizations- PSD Current (Attachment D) AR 1230 School Connected Organizations- Use CSBA Sample with Revisions (Attachment E) AR 1230 School Connected Organizations- Use PSD Current (Attachment F) PSD PTO Application Template DISCUSSION

**12.b. AR3515.5 Sex Offenders Notifications (First Reading)- 8:45 P.M.**

Minutes:

Discussion supported the recommendation that this policy was not necessary since other policies sufficiently cover this topic.

Quick Summary:

FIRST READING Pacifica School District does not have a current policy for AR 3515.5 Sex Offenders. The current AR/BP1240 Community Relations along with penal code 626.81 sufficiently cover the Sex Offender Notification procedures. Attached is the AR 3515.5 Sex Offenders Notification from CSBA along with AR/BP1240 Current Pacifica School District Policies and Penal Code 626.81 for Board Review and Discussion. (Attachment A Board Memo) AR3515.5 Sex Offenders (Attachment B) AR3515.5 CSBA Sample (Attachment C) AR1240 PSD Current AR (Attachment D) BP1240 PSD Current BP (Attachment E) Penal Code 626.81 INFORMATION/DISCUSSION

**12.c. AR 5141.4 Child Abuse Prevention And Reporting (First Reading)- 8:55 P.M.**

Minutes:

After discussion consensus was made to change the language on page 5 from may to will since District practice is to provide training annually. The language will be updated and brought to the September 14, 2016 Board meeting for consent, second reading.

Quick Summary:

FIRST READING AR 5141.4. It was decided at the August 3, 2016 Board meeting to pull this board agenda item and present this Administrative Regulation for First Reading again at the August 24, 2016 to allow all of the Board of Trustees to have a discussion regarding the word "may" located in the highlighted paragraph on page 5. (Attachment A Board Memo) AR 5141.4 Child Abuse Prevention and Reporting (Attachment B) AR5141.4 - Child Abuse Prevention and Reporting - Use PSD Policy with Revisions (Attachment C) Education Code 44691 - Child Abuse DISCUSSION

**12.d. BP/E 5145.6 Parental Notifications (First Reading)- 9:00 P.M.**

Minutes:

No changes were requested.

Quick Summary:

FIRST READING Attached are the Exhibit and Board Policy for Parent Notifications. The Exhibit was brought to the Board on August 3, 2016

for First Reading, but was pulled so the existing BP could be revised to correspond with similar language and content. Staff has made the necessary revisions to both the Exhibit and BP to insure these two policies complement each other. It is recommended that the Trustees recommend to use both Exhibit and BP 5145.6 with revisions. (Attachment A) Board Memo for Exhibit/BP 5145.6 Parental Notifications (Attachment B) E 5145.6 Parental Notification - Use CSBA E with Revisions (Attachment C) BP 5145.6 Parental Notifications - Use PSD BP with Revisions DISCUSSION

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

Minutes:

Board member requested the presentation for the September 14, 2016 Board meeting on Indigenous People's Day be placed as an action item.

Dr. Tukloff would like to add to the future agenda the following item:  
Peninsula Clean Energy Presentation

Board member requested an update on Epi-Pen information and also a budget update with regard to the water rate increase.

Board member requested information on suspension rates for African Americans. There were disproportionate rates in the Jefferson Union High School District and is curious regarding Pacifica School District.

### **14. ADJOURNMENT - 9:10 P.M.**

Minutes:

Mr. Levie adjourned the meeting at 8:36 P.M.

Minutes Approved 9/14/2016 - S. Campos, Exec. Asst. to the Superintendent

Quick Summary:

NEXT MEETING: September 14, 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](http://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

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Clerk

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Superintendent