



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 0564

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CATEGORY: **Board of Education, Meeting**

EFFECTIVE: **8-01-64**

SUBJECT: **Board Meetings, Agenda Preparation**

REVISED: **10-08-04**

**A. PURPOSE AND SCOPE**

1. To clarify Board of Education policy and to outline administrative procedures for establishing a basic agenda format for board meetings and for submitting items for the agenda.

**B. LEGAL AND POLICY BASIS**

1. Reference: Board policy: B-1000, B-2100, B-2700, B-3000, B-3510, B-3520, B-3600, B-3650, B-3700, K-1500, K-2000, K-3000; Board Bylaws 1008, 1011, 1021-22; Government Code Sections 3547, 54956-54967; Ralph M. Brown Act, Education Code Section 35145.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to Parent Support and Board Services Office, Office of the Superintendent.
2. **Normal Meeting Schedule and Purpose**
  - a. Normally, business meetings for items requiring action, discussion, and/or review are held on the second and fourth Tuesday of the month. The public portion of these meetings begins at 3:00 p.m. At the board's discretion, meetings may be scheduled at other locations and times. (See the six-month calendar of board meetings, available on the district's web site at <http://www.sandi.net/indices/board.htm#sched>.)
  - b. **Special Meeting.** The time, place, and agenda topics are determined as necessary to facilitate community involvement.
3. An agenda is a list of items to be considered by the Board of Education at regular or special meetings. Items proposed for board consideration are described in sufficient detail such that further explanation is not necessary in order to understand the nature of the item to be considered.
4. **Agenda Format for Business Meetings. Note:** Action blocks are included in the agenda only as a convenience for recording and preparation of minutes of the meeting. The board reserves the right to take action on any agenda item regardless of

whether that item has an action block. The specific outline for the agenda is indicated in the [Board Bylaws](http://www.sandi.net/board/bylaws.htm) available on the district's web site at <http://www.sandi.net/board/bylaws.htm>.

5. The draft agenda is the first issue of an agenda on the Friday eleven (11) days preceding the Tuesday board meeting. *Except in emergency situations*, necessary submissions such as written reports and backup materials *must* be ready to be sent to board members with the draft agenda. *An item should not be placed on the agenda unless these materials will be available at the scheduled time.* (D.1.)
6. **Agenda exhibits** are written reports forming the basis of agenda items and are distributed with the agenda (samples can be found on the district's web site at <http://www.sandi.net/indices/board.htm>). The name of the writer/preparer should be identified on the explanation of agreement or the board report.
  - a. **Appropriate notations.** "FIRST READING" or similar designation may be added to an item at the discretion of the superintendent when there is a compelling reason to do so. "First reading" items, or items withdrawn or deferred, must be resubmitted *through regular procedure* for placement on subsequent agendas.
  - b. **Revised, deleted, and added text**
    - (1) When an exhibit is revised, additions must be typed in bold and italics; deletions are crossed out. Example: "This ~~procedure~~ ***section*** is ~~changed~~ ***revised*** to show additional requirements."
    - (2) Full sections added or deleted
      - (a) To delete entire sections, paragraphs, or pages, X out the sections to be deleted and put a note in the left margin.
      - (b) To add entire sections, paragraphs, or pages, type new sections in bold and italics and put a note in the left margin. Examples:

Deleted 3/30/95 ~~All donations over \$5,000 should be reviewed by the finance committee and must be approved by the ABCD Board of Directors. The first meeting of each month has been set aside for approving these donations.~~

Added 3/30/95 *The goal of the foundation is to raise funds for projects that will benefit children. As donations are received, they will be forwarded to the finance committee before being accepted by the ABCD Board of Directors.*

7. **An advance copy** of a proposed board agenda item includes an agenda item and report on a matter of *major* significance. Such items should be submitted to the Executive Committee at least *two weeks prior* to the proposed date of board consideration. (D.1.) If such information is not available in advance, the board may consider the matter a “First Reading.”
8. **Public hearings** provide an opportunity to address the board in a public meeting. There are *no* public hearings on new matters during adjourned or special meetings unless an exception is granted by the board or if the board will be taking action on an item. Questions or requests for public hearings should be referred to the Parent Support and Board Services Office. Requests must be submitted by noon on the Monday preceding the next Tuesday meeting for inclusion on the printed agenda.
  - a. “Agenda hearings” relate to items on an agenda and come immediately prior to board consideration of the item. The person addressing the board must confine remarks to the agenda item.
  - b. “New matters hearings” for items not listed on the agenda are heard at approximately at the conclusion of all other business listed on an agenda.
  - c. *Time limits on public hearings* are specified in the [Board Bylaws](#) (<http://www.sandi.net/board/bylaws.htm>) and noted below:
    - (1) Agenda hearings shall be limited to a maximum of 20 (twenty) minutes per consent and/or action item allowing for a maximum of ten (10) minutes per opposing viewpoint, and with a maximum of three (3) minutes per speaker unless such time limit is waived by the board president. The president shall announce the amount of time allocated for agenda hearings prior to the board’s consideration of “Public Hearings: Agenda item.”
    - (2) New-matters hearings shall be limited to a maximum of fifteen (15) minutes per item with a maximum of three (3) minutes per speaker unless such time limit is waived by the board president.

- (3) Individuals who wish to speak to multiple items will be allowed no more than four (4) minutes in total and no more than three (3) minutes per single item.

**Note:** No speaker may defer his/her time to another individual.

10. **Collective Negotiations Agenda Items.** Each time the board deems it necessary to consider in public meeting any proposal received from, or to be offered to, an exclusive representative, notice of such consideration shall be entered under Board Agenda "Section F. Superintendent's Report" with an appropriate notation that the item is currently subject to the collective negotiations process under the Educational Employment Relations Act and members of the public are welcome to express their views thereon.

## **D. IMPLEMENTATION**

### **1. Advance Copy of Agenda Items**

#### **a. Originating office**

- (1) Prepares item and submits to Executive Committee at least two weeks prior to proposed date of board consideration. Depending on item, more lead time may be desirable.
- (2) Following Executive Committee approval, submits following items to Parent Support and Board Services Office in accordance with regular agenda development procedure and schedule.
  - (a) Board Agenda Item "Transmittal Form" or "Contract Routing Form," as appropriate. See district web site at: <http://www.sandi.net/staff/SuppStaffResources/index.html>
  - (b) Agenda exhibit (original and sixteen [16] copies), indicating "Revised" or "First Reading" if applicable
  - (c) "Printing/Distribution Request"

**2. Approval and Distribution of Agenda**

- a. **Approval.** Superintendent or designee approves draft agenda at agenda planning meeting on Friday morning eleven (11) days preceding the Tuesday board meeting.
- b. **Late agenda items.** After agenda planning meeting, an item can be added to the agenda as a late item only in emergency situations (check with the Parent Support and Board Services Office for time confirmation of late item deadline). Agenda planning is on Friday and distribution of agenda will be on Tuesday. A late item addition can be requested until 9:00 a.m. on Monday. The “Transmittal Form” must be completed and submitted to the Parent Support and Board Services Office.
- c. **Distribution. Parent Support and Board Services Office**
  - (1) Assigns advance distribution date, has agenda items duplicated, and requests that Printing Services complete job by noon on Tuesday.
  - (2) Distributes to:
    - Executive Committee members
    - Superintendent
    - Employee bargaining units
    - Press
    - Student representatives
    - PTA
  - (3) Ensures that advance copies of Board of Education Agenda items are available for public and other district staff in the Parent Support and Board Services Office. Agenda and open, action, information items are posted on district’s web site at: [www.sandi.net/board](http://www.sandi.net/board)

3. **Public Posting of Agenda.** Parent Support and Board Services Office will post agenda at an appropriate place near meeting room of Board of Education (auditorium of Education Center) no later than 2:00 p.m. on Friday preceding Tuesday meeting. *When board meeting is not held on Tuesday*, agenda shall be posted as noted above at least 72 hours prior to a regular meeting and at least 24 hours prior to a special meeting. Parent Support and Board Services Office also posts a copy of agenda on bulletin board at rear of auditorium before day of board meeting.

4. **Late Agenda Items Introduced at Board Meeting by Superintendent.**  
Superintendent may introduce a late proposed item during information part of his/her report; board may indicate acceptance or rejection. Item will be placed on next board agenda for ratification. In the interim, administration proceeds with necessary action.
5. **Emergency Items (items that cannot be deferred until next regular meeting).**  
Division notifies the Parent Support and Board Services Office as early as possible; special arrangements may be made.
6. **Special Deadlines.** When a holiday interferes with normal agenda preparation process or board meeting schedule, Parent Support and Board Services Office issues in advance a preparation/board meeting schedule. Individuals or organizations who do not have a schedule and have questions should contact the Parent Support and Board Services Office. See district web site for agenda preparation schedule at: [www.sandi.net/board](http://www.sandi.net/board)

**E. FORMS AND AUXILIARY REFERENCES** (Sample forms available in Parent Support and Board Services Office or district web site at: <http://www.sandi.net/staff/SuppStaffResources/index.html>)

**F. REPORTS AND RECORDS**

**G. APPROVED BY**

*Kerry B. Flanagan*

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Chief of Staff, Kerry Flanagan  
For the Superintendent of Public Education