



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 0560

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CATEGORY: Board of Education, Meetings

EFFECTIVE: 1-03-74

SUBJECT: Board Meetings, Public Notices

REVISED: 8-01-03

A. PURPOSE AND SCOPE

1. To clarify Board of Education policy and outline procedures governing dissemination of board meeting notices.
2. **Related Procedures:**

Citizen advisory and study committees, general	9055
Councils, conferences, and committees	1100
District and school level councils and committees	9060

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-2000, B-1000, B-2700, B-3000, B-3510, B-3700, K-1000, K-1500, K-2000, K-3000; Education Code Sections 35144 *et seq.*; Government Code Section 54954.1.
2. To encourage maximum attendance and participation by citizens of the school district, notices of regular, adjourned, and special meetings of the Board of Education and advisory committees to the board will be mailed upon request.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Parent Support and Board Services, Office of the Superintendent.
2. **Requested notices** of regular, adjourned, and special meetings of the Board of Education and of its advisory committees are mailed prior to the date set for a meeting.
 - a. **No charge mailings.** Upon request, notices of meetings may be mailed without charge to the following organizations and individuals:
 - (1) News media
 - (2) School-affiliated or school-related organizations
 - (3) Private and parochial schools
 - (4) Chairs of citizen groups whose primary function is to assist in the resolution of educational problems

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- (5) Officers or officially designated representatives of public service organizations of a professional, civic, charitable, or community nature
 - (6) Chairs of district-appointed committees
 - (7) Announced candidates for the Board of Education
- b. **Fee mailings.** Any resident within the school district or any owner of property located within the school district may receive meeting notices by filing a written request and paying a \$30 annual fee in advance to help cover the cost of postage for this service. Requests are valid for one year from the date on which filed unless a renewal request is filed.
- c. All information is also available on the district's web site:
www.sandi.net/indices/board.htm

D. IMPLEMENTATION

1. **Individuals or organizations** who wish to receive board meeting and advisory committee meeting notices must send a written request to the Parent Support and Board Services Office, 4100 Normal Street, Room 2153, San Diego, CA 92103. If a fee is required, a check or money order for \$30 (payable to San Diego Unified School District) must be enclosed.
2. **Parent Support and Board Services Office** maintains a file of requests, sends checks and money orders to district cashier for deposit, and mails meeting notices.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education