

Pacifica School District
Regular Meeting
May 20, 2020 6:00 PM

No Physical Location - Teleconference via Zoom

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86071034233>

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Webinar ID: 860 7103 4233

Attendance Taken at 6:00 PM:

Present:

Ms. Elizabeth Bredall

Ms. Lynda Brocchini

Ms. Kai Doggett

Mr. Jesse Levin

Absent:

Ms. Laverne Villalobos

**1. OPEN SESSION - 6:00 P.M. - CALL TO ORDER AND ROLL CALL AND ANNOUNCEMENT:
RECORDING OF THE MEETING**

Minutes:

President Levin called the meeting to order at 6:00 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.

2. ANNOUNCEMENT OF CLOSED SESSION

Minutes:

Trustee Levin announced Closed Session referring to the item listed on the agenda.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Minutes:

Trustee Levin asked if any member of the public wishes to address the Board.

There were no members of the public wishing to address the Board.

Trustee Levin adjourned to Closed Session at 6:02 P.M.

4. CLOSED SESSION

4.a. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

4.a.1. Significant exposure to litigation pursuant to Gov. Code, 54956.9, sub.(d)(2) or (3): four potential cases

5. OPEN SESSION - 7:00 P.M. - CALL TO ORDER, FLAG SALUTE, ROLL CALL AND ANNOUNCEMENT: RECORDING OF THE MEETING

Minutes:

Trustee Levin called the Open Session portion of the meeting at 7:04 P.M.

Trustee Brocchini led the flag salute.

Roll call was taken by Susanne Campos.

Trustee Villalobos is absent.

Staff present: Heather Olsen, Maria Gavidia, Will Lucey, Josie Peterson, and Susanne Campos.

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.

6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

Trustee Levin reported out on Closed Session.

By a vote of 4-0, direction was given to staff by the Board of Trustees to settle three separate cases of anticipated litigation.

Quick Summary:

Report Out and APPROPRIATE ACTION

7. APPROVAL OF THE MINUTES of April 29, 2020 Regular Board Meeting

Order #145 - Motion Passed: Passed with a motion by Ms. Kai Doggett and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall
Yes Ms. Lynda Brocchini
Yes Ms. Kai Doggett
Yes Mr. Jesse Levin
Absent Ms. Laverne Villalobos

Quick Summary:

It is recommended that the Board approve the Minutes of the April 29, 2020 Regular Meeting

ACTION

8. APPROVAL OF THE MINUTES of May 6, 2020 Special Meeting of the Governing Board and Board Work Study

Order #146 - Motion Passed: Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Kai Doggett.

Yes Ms. Elizabeth Bredall
Yes Ms. Lynda Brocchini
Yes Ms. Kai Doggett
Yes Mr. Jesse Levin
Absent Ms. Laverne Villalobos

Quick Summary:

It is recommended that the Board approve the Minutes of the May 6, 2020 Special Meeting of the Governing Board and Board Work Study.

ACTION

9. APPROVAL OF THE MINUTES of May 6, 2020 Special Meeting of the Governing Board

Order #147 - Motion Passed: Passed with a motion by Ms. Kai Doggett and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall
Yes Ms. Lynda Brocchini
Yes Ms. Kai Doggett
Yes Mr. Jesse Levin
Absent Ms. Laverne Villalobos

Quick Summary:

It is recommended that the Board approve the Minutes of the May 6, 2020 Special Meeting of the Governing Board.

ACTION

10. APPROVAL OF THE AGENDA AND CONSENT AGENDA 7:10 P.M.

Order #148 - Motion Passed: It is recommended that the Board approve the agenda for the May 20, 2020 meeting and all consent agenda items.

Passed with a motion by Ms. Elizabeth Bredall and a second by Mr. Jesse Levin.

Yes Ms. Elizabeth Bredall
Yes Ms. Lynda Brocchini
Yes Ms. Kai Doggett
Yes Mr. Jesse Levin
Absent 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

10.a. Agenda of the May 20, 2020 meeting

Quick Summary:

It is recommended that the Board approve the agenda for the May 20, 2020 Regular meeting.

CONSENT/ACTION

10.b. Consideration of Acceptance Warrants

Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 04/21/2020 through 05/05/2020 totaling \$773,580.53.

CONSENT/ACTION

10.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

10.d. Personnel Changes

Quick Summary:

It is recommended that the Board of Trustees approve the following Personnel items as presented.

CONSENT/ACTION

10.e. Memorandum of Understanding Between San Francisco State University and Pacifica School District for Student Teachers

Quick Summary:

It is recommended that the Board approve the Memorandum of Understanding between the Pacifica School District and San Francisco State University to place their students enrolled in the teacher training curricula.

CONSENT/ACTION

11. COMMUNICATIONS - 7:15 P.M.

Quick Summary:

Speakers wishing to address the Board on items on the agenda or not on the agenda, may complete speaker cards and submit them to any member at the staff table. If you are addressing the Board on a non-agenda item, please be aware that the provisions of the Brown Act prohibit the Board from acting or discussing such matters at this meeting. Public comments are limited to three (3) minutes per person per topic.

11.a. LSEA (Laguna Salada Education Association)

Minutes:

Meghann Elsbernd, LSEA Representative, shared there is nothing to report at this time.

11.b. CSEA (Classified School Employees Association)

Minutes:

CSEA did not report.

11.c. People Wishing to Address the Board

Minutes:

Trustee Levin asked if there were any members of the public wishing to address the Board.

Sue Beckmeyer addressed the Board to report on the work being done in front of Cabrillo School, by the City of Pacifica. She reported that there was some standing water in the drench near the front of the school and shared that the water is temporary due to rains. She reported that once the landscaping is done, the water situation will be gone. For safety purposes, she asked for caution tape to be placed around the area.

11.d. Correspondence

Minutes:

Dr. Olsen shared that she received an email today from Nancy Magee's office informing that the District was awarded a \$38,000 grant that the District requested to go toward the emergency phase of the pandemic. The grant will pay for meals the District may provide during summer, which is approximately \$18,000. It would also be allocated to go toward the repair and disinfecting of the 1,000 Chromebooks that are currently used for distance learning. Dr. Olsen shared how delighted she is to receive this funding.

The Board of Trustees shared events and activities they participated in since the last Board meeting including: Sunset Ridge teacher parade; County Superintendent Zoom meetings; County elected official meetings, Music Department meeting; shared that www.smcstrong.org is a resource for COVID-19 testing for San Mateo County residents and for funding for small businesses; meetings with Dr. Olsen; presentation to Policy Analysis for California Education, speaking on the budget crisis that the COVID-19 situation has brought on the State.

11.e. Board/Superintendent Communications

12. PRESENTATIONS - 7:30 P.M.

12.a. Resolutions of Appreciation for Retiring Teachers and Classified Staff: Resolution No. 2020-05-20-A through 2020-05-20-E

Order #149 - Motion Passed: Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Kai Doggett.

Yes Ms. Elizabeth Bredall
Yes Ms. Lynda Brocchini
Yes Ms. Kai Doggett
Yes Mr. Jesse Levin
Absent Ms. Laverne Villalobos

Minutes:

Maria Gavidia presented this agenda item to the Board and shared that this is the time of the year in which the District recognizes retirees and presents them with a resolution for their service.

The retirees were read their individual resolutions by their supervisor, each thanking them for their service. The resolutions can be viewed by going to our District website at <https://pacificagendaonline.net/public/Meeting.aspx?AgencyID=138&MeetingID=78216&AgencyTypeID=1&IsArchived=False> under item 12.a.

Sue Beckmeyer spoke to the service of each individual retiree.

Dr. Olsen shared memories of each retiree and thanked them for their service.

The Board of Trustees congratulated and thanked the retirees for their service to the District.

Quick Summary:

It is recommended that the Board of Trustees approve Resolutions 2020-05-20-A through 2020-05-20-E for Retirees as follows:

| | |
|----------------------------|--------------|
| Retiree | Resolution |
| Jeanne De La Rosa | 2020-05-20-A |
| Barbara Falk | 2020-05-20-B |
| Joanne Frediani | 2020-05-20-C |
| Monique Delessert-Graziani | 2020-05-20-D |
| Maureen Manis | 2020-05-20-E |

PRESENTATION/ACTION

13. DISTRICT BUSINESS - 8:00 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, under District Information, Board of Trustees.

13.a. Public Hearing: Budget 2020-2021 (Goal: Governance)

Minutes:

Josie Peterson presented the Public Hearing on the 2020-2021 budget.

Ms. Peterson shared a presentation outlining the proposed 2020-2021 budget. She reviewed the following topics: State Budget Update; Objective; General Fund Components; General Fund Revenue and Expense Categories; General Fund Contributions; 2020-21 Estimated General Fund Summary; 2020-21 General Fund Balance Components; 2020-21 Estimated Fund Summaries; Subsequent Year Assumptions; Proposed Multi-Year Budget Projections.

The budget presentation can be viewed at

<https://pacificagendaonline.net/public/Meeting.aspx?AgencyID=138&MeetingID=78216&AgencyTypeID=1&IsArchived=False> under item 13.a.

The budget assumptions & updates leading up to the 2020-2021 budget were reviewed with the Board at the May 6th Work Study Session. Per State law, the budget has been available to the public for review beginning May 15, 2020. Official notices as to the availability of the budget for public review have been posted in the San Francisco Examiner, at the City of Pacifica, and on the District website.

This is a preliminary budget that may be subject to revision as new information becomes available. For example, general fund revenue and expenditures for 2020-2021 is based upon the Governor's January Proposal and information available at this time. According to State Education Code, if significant changes occur in the final State budget adopted by the Legislature and signed by the Governor, a new district budget will be presented to the Board within forty-five (45) days.

Ms. Peterson reviewed the levels of certification which show the current financial condition of the budget and two subsequent fiscal years (Positive, Qualified, and Negative). The Pacifica School District will not be able to file a Positive Certification at this time, but can file Qualified and the County will approve the District's budget conditionally. Ms. Peterson

shared that at First Interim, when the District knows more information, the District will know whether to file as Qualified or Negative Certification.

Dr. Olsen clarified that on slide 10, regarding the decrease in 1.0 FTE Custodial, action was never taken at the March 11th meeting.

Ms. Peterson reported that having a negative certification means that the Board, the Superintendent, and the CBO lose authority over the budget and the State could come in and take over the district. The District wants to maintain at least a 6% reserve and the District is almost at 3%. She mentioned the governor deferring LCFF funding, which is usually received in June, to July.

Board comments: programs that may help with child nutrition; clarification on what negative certification has on the District multiple years in a row; perhaps more leniency seeing more and more districts filing qualified or negative certifications; the statewide average for reserves is 18%.

Quick Summary:
PUBLIC HEARING/INFORMATION

13.b. Public Hearing: 2020-2021 Reserves in Excess of State Minimum Level (GOAL: Governance)

Minutes:

Senate Bill 858 and EC Section 42127 (a)(2)(8) took effect starting with the 2015-2016 Adopted Budget. The provisions state that if the combined assigned and unassigned ending fund balance is greater than the State Board of Education (SBE)-designated minimum reserve, school districts shall provide the following at a public hearing separate from the public hearing on the Budget:

- The minimum reserve level required each year
- The amount of assigned and unassigned ending fund balance that exceeds the minimum in each year
- Reasons for the reserve being greater than the minimum

This requirement is in place for the adopted budget and the multiyear projections submitted with it.

The attached statements were made available for public review and discussion at tonight's meeting.

Quick Summary:
PUBLIC HEARING/INFORMATION

13.c. Approval of Resolution No. 2020-05-20-F Budgetary Increases and Transfers at Year End (GOAL: Operations)

Order #150 - Motion Passed: Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Lynda Brocchini.

Yes Ms. Elizabeth Bredall
Yes Ms. Lynda Brocchini
Yes Ms. Kai Doggett
Yes Mr. Jesse Levin
Absent Ms. Laverne Villalobos

Minutes:

Josie Peterson presented Resolution No. 2020-05-20-F Budgetary Increases and Transfers at Year End.

The approval of this resolution allows for the closing of the fiscal year with a minimal amount of disruption. The Budget Transfer Resolution would allow the office of the Superintendent of Schools to offset an over-expenditure account at the end of the current year for a school district. Education Code Section 42601 requires all districts to request the county superintendent to make such transfers. All districts are required to identify and post the budget transfers in the financial system.

This ensures that governing boards are fully aware of the budget transfers being made at year-end. If over-expenditure should occur in a major expenditure classification, and the office of the County Superintendent of Schools did not have such an authorization, it would be necessary to hold warrants until the Board of Education approved a transfer.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution No. 2020-05-20-F to authorize the County Superintendent of Schools to make such transfers at the close of the 2019-2020 school year as may be necessary to permit the payment of obligations the District incurred during the year.

ACTION

13.d. Human Resources Update (LCAP Goal: #1)

Minutes:

Maria Gavidia gave an update on the current vacancies in the District.

She reported that there are 2 SDC teaching positions and 3 .4 (2 days per week) positions vacant. The .4 positions are to carry the overage of caseloads that have exceeded caseload limit.

Ms. Gavidia feels confident that these positions will be filled and the special education department will be doing well for the beginning of the new school year.

Quick Summary:

INFORMATION

13.e. Hire of Coordinator of Instructional Technology (LCAP Goal: #1)

Order #151 - Motion Passed: Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Lynda Brocchini.

Yes Ms. Elizabeth Bredall
Yes Ms. Lynda Brocchini
Yes Ms. Kai Doggett
Yes Mr. Jesse Levin
Absent Ms. Laverne Villalobos

Minutes:

Maria Gavidia presented for approval, the Coordinator of Instructional Technology. Ms. Gavidia shared that the District went through the recruitment and interview process and had a substantial pool of qualified candidates. She reported that the candidate chosen is Christy Novack, who currently holds the position in the District as Access, Equity and Innovation Specialist.

Quick Summary:

It is recommended that the Board of Trustees approve the hire of Christy Novack as Coordinator of Instructional Technology for the 2020-2021 school year.

DISCUSSION/ACTION

13.f. Approval of Resolution No 2020-05-20-G Education Protection Account (Goal: Operations)

Order #152 - Motion Passed: Passed with a motion by Ms. Lynda Brocchini and a second by Mr. Jesse Levin.

Yes Ms. Elizabeth Bredall
Yes Ms. Lynda Brocchini
Yes Ms. Kai Doggett
Yes Mr. Jesse Levin
Absent Ms. Laverne Villalobos

Minutes:

Josie Peterson presented Resolution No. 2020-05-20-G to the Board of Trustees for approval.

With the passage of Proposition 30, the state created an Education Protection Account (EPA) to receive and disburse the revenues generated from Proposition 30. The Director of Finance shall estimate the total amount of funds by June 30th each year and the State Controller shall transfer the funds before the end of the fiscal year. School Districts are required to estimate the EPA revenue and make a determination of how those funds are spent. The EPA funds do not increase the district's revenues; it is a shift of funds that the district was already receiving as state aid. As a requirement for receiving these funds, the Board must make the spending determination during an open Board meeting.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution No. 2020-05-20-G Education Protection Account (EPA).

ACTION

13.g. Adoption of Resolution No. 2020-5-20-H - Grading During Emergency School Campus Closures (LCAP Goal: #2)

Order #153 - Motion Passed: Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Kai Doggett.

Yes Ms. Elizabeth Bredall
Yes Ms. Lynda Brocchini
Yes Ms. Kai Doggett
Yes Mr. Jesse Levin
Absent Ms. Laverne Villalobos

Minutes:

Will Lucey presented Resolution No. 2020-05-20-H Grading During Emergency School Campus Closures.

The attached resolution was created due to the closing of school campuses and the move into distance learning. The resolution aligns with the California Department of Education's directive that students shall be held "harmless" for their grades during the distance learning period. Collaboration among teachers, administrators, and support staff helped develop the resolution.

Quick Summary:

It is recommended the Board of Trustees adopt Resolution No. 2020-05-20-H Grading During Emergency School Campus Closures

ACTION

13.h. AMS Contract for Ethernet Switches & Firewall Programing and Installation (LCAP Goals: #1, Operations)

Order #154 - Motion Passed: Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall
Yes Ms. Lynda Brocchini
Yes Ms. Kai Doggett
Yes Mr. Jesse Levin
Absent Ms. Laverne Villalobos

Minutes:

Will Lucey presented the AMS Contract for Ethernet Switches and Firewall Programming and Installation for Board approval.

In February, Pacifica School District received Cisco Meraki Ethernet Switches and Firewall/Web Content Filtering appliance purchased with bond funds discounted at 50% through E-Rate Category 2 to replace Cisco Meraki data comm equipment installed in 2014. This network equipment needs Layer 3 programming and configuration in order for the new Wireless Access Points at all locations to be able to connect.

All Wi-Fi devices (Chromebooks, iPads, Apple TV's, teacher laptops) connect to these Wireless Access Points. An attempt for a competitive bid was made by listing the project on the QualityBidders website that scores and pre-qualifies contractors to work on California public agency projects (CUPCCAA). AMS.net fulfilled all requirements. In addition to the contract amount being less than the \$95,200 CA competitive bid limit, this contract will be a piggyback to the FOCUS 2015109 Contract with Merced County. The contractor will not come into contact with students and work will take place between 6/1/2020 and 7/6/2020.

Quick Summary:

It is recommended that the Board of Trustees approve a \$54,300 contract with AMS.net to program and install Cisco Meraki Ethernet Switches and Firewall/Web Content Filtering appliances.

ACTION

13.i. Mental Health Student Services Act Grant (LCAP Goal: #3)

Minutes:

Maria Gavidia introduced Kristina Ireson, LCSW, PPS, to present information on the Mental Health Student Services Act Grant.

The Mental Health Student Services Act was passed by the California legislature in late 2019. Referred to as the MHSSA, the law established a \$50 million competitive grant program for partnerships between county offices of education, county mental health programs, and school districts, to implement or enhance existing school based mental health programs. The emphasis is on making mental health services more accessible to students and their families across settings.

The Pacifica School District has partnered with the San Mateo County Office of Education (SMCOE) and Behavioral Health Recovery Services (BHRS) to apply for this grant.

Ms. Ireson shared that this grant would fund \$6 million to San Mateo County Office of Education, Behavioral Health Recovery Services and local school districts to develop and implement a new mental health program for students.

The identified need for the County was to adopt a County-wide Social Emotional Learning (SEL) curriculum which would serve students grades Pre-K through 12. The grant would cover the costs of purchasing the curriculum for all of the schools in the District; training and

professional development for staff; training in trauma informed practices; and training in CRM (Community Resiliency Model) to develop skills to manage stress and regulate the nervous system in order to learn self-regulation skills and model those skills.

Ms. Ireson shared that the grant should also cover additional mental health staff. Data collection by District staff will be a part of this grant because Pacifica School District would be a pilot district.

The grant proposal is due to the State in early June and the State is expected to make its selection over the summer, with an expected start date in the Fall. However, with the COVID-19 pandemic, the implementation may take longer in order to make sure that training is done, which could be in the Fall, with an implementation date for students in the Spring of 2021. If selected, all four local counties that applied would receive the grant.

Board comments: This is an exciting prospect and understands that this grant is competitive throughout California; we are one of four districts invited to apply for this grant; could this mean more assessments for students.

Quick Summary:

Kristina Ireson, LCSW, PPS, will provide the Board of Trustees with information about the Mental Health Student Services Act Grant.

INFORMATION

14. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 9:15 P.M.

14.a. Exhibit 4040 Employee Use of Technology and Exhibit 6163.4 Student Use of Technology (Second Reading)

Order #155 - Motion Passed: Passed with a motion by Ms. Elizabeth Bredall and a second by Mr. Jesse Levin.

Yes Ms. Elizabeth Bredall
Yes Ms. Lynda Brocchini
Yes Ms. Kai Doggett
Yes Mr. Jesse Levin
Absent Ms. Laverne Villalobos

Minutes:

Will Lucey presented E 4040 Employee Use of Technology and E 6163.4 Student Use of Technology.

Within Board Policy Exhibit 4040 Employee Use of Technology and Exhibit 6163.4 Student Use Of Technology, language was added to existing Exhibits to inform the use of the internet and electronic communications when engaging in distance/virtual learning. The attached Exhibit 4040 and 6163.4 has an added language to section 7 and 8 within Exhibit 1 which defines appropriate use of the internet and guidelines for group chat use necessary for distance and virtual learning.

The exhibit revisions were reviewed by the Board and staff during the May 6th Board Work Study. They were brought to the May 20th Board meeting for Board approval.

Quick Summary:

Exhibit 4040 Employee Use of Technology and Exhibit 6163.4 Student Use Of Technology (Second Reading)(Attachment A) E 4040 Employee Use of Technology and E 6163.4 Student Use of Technology (Second Reading) Board Memo(Attachment B) E 6163.4 Student Use Of Technology - PSD Current with Revisions(Attachment C) E 4040 Employee Use of Technology with Revision

DISCUSSION/ACTION

15. FUTURE AGENDA ITEMS - 9:20 P.M.

Minutes:

Dr. Olsen reviewed the Future Agenda. She shared that each year, due to summertime vacations, the Board of Trustees would normally skip the July Board meeting to allow the Trustees and staff to have vacation time.

This school year, due to the COVID-19 pandemic, the uncertainty of how the beginning of school will look like, and working with labor partners, Dr. Olsen asked the Trustees to keep the June 24th and July 15th Board meetings on the calendar.

16. ADJOURNMENT - 9:30 P.M.

Minutes:

President Levin adjourned the meeting at 9:08 P.M.

Quick Summary:

NEXT MEETING: June 3, 2020, 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. 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

Clerk

Superintendent