

West Contra Costa USD

Board Bylaw

Agenda/Meeting Materials

BB 9322

Board Bylaws

Governing Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

The agenda shall specify that an individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.

Agenda Preparation

The Superintendent, as Secretary to the Board, in consultation with the Board president and the Board Clerk, where possible, shall prepare the agenda for each regular and special meeting. The Superintendent and Board President jointly determine agenda items, with input from the Board Clerk where possible.

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

The Board President and Superintendent shall jointly decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda, and the Board President and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Board President and Superintendent, with input from the Clerk where possible, shall decide

whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item or consent item.

Every item being brought forward to the Board for consideration should include the impact on the budget as part of the Board backup. The format of this disclosure should be the same as the format currently used by staff for construction-related items; this includes:

The total amount to be spent by fund, including a clear statement regarding how much of the proposed spending is within the Board-approved budget and how much of the proposed spending is not within the Board-approved budget .

A table of the account number(s) being charged, the amount(s) being spent, and the site(s) being impacted by the spending.

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. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

Agenda Materials

Contracts:

All contracts, agreements for service, and other similar documents that impact students or staff being presented to the Board for review or approval will always include Annual Measurable Outcomes and Metrics of Success.

A sample of such AMOs and Metrics of Success for an after school program would be:

The goal of this program is to build skills that will help students to excel academically; to develop discipline and responsibility; and to become well-adjusted, productive citizens in the community. X% or more of the participating students will demonstrate improvement in academic performance, attendance, and behavior, as shown by SBAC ELA scores, daily attendance data, and office referrals rates. Y% or more of the participating students will show increased strengths in the following areas: growth mindset, belonging, relevance, goal-setting, and progress monitoring self efficacy, self advocacy, and study and time management skills, as shown by Youth Truth Survey data and other similar data. All necessary baseline data will be collected at the start of the program. Data to be collected: program attendance, parent and student pre-and post survey data, and school academic and nonacademic data (STAR reading or other similar data, SBAC scores attendance, grades, and behavior.) Vendor will also meet monthly with families to build strong relationships, learn from and with parents, and build capacity of parents to support their child's education.

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, 2002

CALIFORNIA CITY ATTORNEY PUBLICATIONS

Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.state.ca.us>

Bylaw WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

adopted: May 2, 2007 Richmond, California

revised: July 19, 2017

revised: August 21, 2019

revised: December 18, 2019