

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

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.

Presentations:

All presentations about student learning, school climate, other student-related

information, or information relating to staff will always include the data disaggregated by school and disaggregated by demographic group; in addition, the presentation will always include a view of the data over time and, unless such data is not available, a comparison of the data to like data from other districts. Whenever possible: i) an Executive Summary will be included at the beginning of the presentation, and ii) the entire presentation will be translated into Spanish.

Consent Items

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Agenda Dissemination

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting, together with the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens and others; and other available documents pertinent to the meeting. All of the materials for each agenda item that will be presented at the meeting must be posted/made available at the same time the agenda is posted. If such materials are not ready then the item may be removed from the agenda.

When special meetings are called, the Superintendent and president shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to request additional information on agenda items.

Upon request, the Superintendent or designee shall make the agenda and/or agenda packet

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee as determined by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Public records

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 1999

ATTORNEY GENERAL PUBLICATIONS

-