



## Saratoga Union School District

Adopted by the Board of Trustees 11.07

# Board Protocol: Placing Items on the Board Agenda

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### Purpose of protocol

- To permit the board to legally conduct its business in accordance with CSBA governance standards concerning the proper role of the board.
- To ensure the legal right of members of the public to place matters directly related to school business on the board agenda.
- To establish procedures and timelines for submitting agenda items.

### Protocol

#### Process and timeline

##### *For members of the public:*

Members of the public are encouraged to first bring their issue to the attention of the board during the *Community Comments* section of a regular board meeting.

Members of the public shall submit a request to place an item on a board meeting agenda in writing to the Superintendent at the District office. Requests must be received at least one week in advance of a regularly scheduled board meeting to be considered for inclusion in that meeting's agenda; however, scheduling the item is at the discretion of the board and there is no assurance that the item will be placed on any particular meeting's agenda. The request should include the name and contact information of the requester, whether the requester intends to attend the meeting in person, and a description of the item in sufficient detail so that staff and public can understand the topic.

##### *For district staff members:*

District staff may propose items that need to be addressed by the board and will submit these requests to the Superintendent for inclusion in a board meeting agenda.

##### *For the board:*

Board members may request that items be included in future board meetings during the "Future Agenda Items" section of a board meeting. These items will be placed on the matrix of future board business items maintained by the Superintendent's staff. Board members may also submit requests for agenda items to the Superintendent in writing or via email.



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#### *Process for preparing board agendas:*

The board President and the Superintendent will meet prior to the legally required agenda posting date to consider items to place on the agenda for the upcoming meeting. They will consider requests from the public, staff, and board; the meeting matrix; and any other items they determine should be brought to the board for discussion or action. The President and Superintendent may defer any item to a future meeting at their discretion, and may allot a specific time period to each item.

The President and Superintendent will determine whether an item should be covered in a regular board meeting, a board workshop, or a mini-workshop within a regular board meeting.

#### Additional requirements and guidelines

Staff members and board members are also considered members of the public and have the same rights to request that items be placed on a board agenda.

In creating the agenda and scheduling agenda items, the President and Superintendent shall keep in mind the priorities tied to board goals and district budget. They should consider the limits of staff resources to implement board actions on agenda items, and the proper roles of the board in accordance with CSBA guidelines.

Although the public may ask that any school related matter be put on the agenda, the board can solely determine whether the item is appropriate to the role of the board, and may decide to refer the item to staff.

Legally, the board may determine reasonable procedures for board meetings, including deadlines, time allotted, and whether action will be taken. The board President is designated as the board's agent for making these determinations. The board may, by majority vote at a regular board meeting, override the President and Superintendent's decisions on date and time, designate that an item be placed on the agenda for a specific future board meeting, and specify an amount of time to be allotted to it. The board may also, by majority vote, decide to defer discussion or action on an agenda item to a specific future board meeting.

Persons who request that items be placed on the board agenda are encouraged to attend the meeting in person.