

## **KERN COUNTY BOARD OF EDUCATION**

### **BOARD BYLAWS**

#### **AGENDA/MEETING MATERIALS**

##### **AGENDA CONTENT**

Each Kern County Board of Education agenda 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 section 54954.2)

To promote efficient meetings, the County Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature for which county board discussion is not anticipated and for which approval is recommended. When any county board member requests removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide members of the public the opportunity to address the County Board on any agenda item, including any consent agenda item, before the County Board's consideration of the item. (Government Code section 54954.3)

The agenda for a regular county board meeting shall also provide members of the public an opportunity to comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the County Board. (Government Code section 54954.3)

Each agenda for a regular meeting shall list the address designated for public inspection of documents related to an open session item that have been distributed to the County Board less than 72 hours before the meeting. (Government Code section 54957.5)

The agenda shall include information regarding how, when, and to whom a request should be made if an individual requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the county board meeting. (Government Code section 54954.2)

##### **AGENDA PREPARATION**

The county board president and the Kern County Superintendent of Schools, as secretary to the County Board, shall work together to develop the agenda for each regular and special meeting.

County board members may request items be placed on the agenda by notifying the Kern County Superintendent of Schools of the request at least 12 days prior to the date of the next scheduled meeting.

The Kern County Superintendent of Schools and the county board president shall review the requested agenda items and determine the items to be placed on the agenda. Any requested

agenda item not placed on the agenda by the Kern County Superintendent of Schools and county board president may be brought to the next board meeting. The majority vote of the County Board shall determine if the item will be placed on a future agenda.

### **AGENDA DISSEMINATION TO MEMBERS OF THE PUBLIC**

Any agenda and related materials distributed to the County Board shall be made available to the public upon request without delay, provided that only those documents which are public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code section 54957.5)

As county board secretary, it is the responsibility of the Kern County Superintendent of Schools or designee to mail a copy of the agenda or copies of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the County Board, whichever occurs first. (Government Code section 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code section 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Kern County Superintendent of Schools or designee, not to exceed the cost of providing the service.

Any document prepared by the County Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person and presented at the meeting shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code section 54957.5)

Upon request, the Kern County Superintendent of Schools or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code section 54954.1)

#### Legal Reference:

##### Education Code

49061 Student records; definitions

49073.2 Privacy of student and parent/guardian personal information

##### Government Code

54950 et seq. Brown Act

##### Federal Citations

28 CFR 35.160 Effective communications

28 CFR 36.303 Auxiliary aids and services

42 USD 12101-

12213 Americans with Disabilities Act