

---

# Governing Board Meetings

## Policy 2-101

---

### Scope:

This policy applies to all meetings of the Governing Board and its committees.

### Purpose

The Governing Board recognizes its obligation to conduct business in an open and transparent manner to maintain public trust and ensure accountability. This policy establishes the Governing Board's commitment to adhering to the Ralph M. Brown Act (Governing Code § 54950 et seq.), which mandates open meeting for local governmental bodies, including public school boards.

#### 1. Regular Meetings:

- The Board shall hold regular meetings at a time and place determined annually and communicated to the public.
- Agendas for regular meetings shall be posted at least 72 hours before the meeting in a location accessible to the public and on the District's website.

#### 2. Special Meetings:

- Special meetings may be called as needed and must adhere to the 24-hour public notice requirement, including agenda posting and notification to Board members and the media upon request.

#### 3. Emergency Meetings:

- Emergency meetings may be called only in situations involving an urgent need for immediate action due to a disruption or threatened disruption of public facilities.
- Notice requirements for emergency meetings shall comply with Government Code § 54956.5.

#### 4. Closed Sessions:

- The Board may conduct closed sessions only for purposes expressly permitted by law, such as personnel matters, litigation, and labor negotiations. The purpose of the closed session must be identified on the agenda.
- After closed session, the Board shall publicly disclose any action taken, as required.

Adopted on: September 9, 2026

Revised on:

Page 1 of 5

*The policies are developed in collaboration with the Small School Districts' Association for general informational, educational and procedural purposes only and are not intended to constitute legal advice for any specific situation.*

**5. Public Participation:**

- For Regular Meetings the Board shall provide an opportunity for members of the public to address the Board during meetings on any item within the Board's jurisdiction and items listed on the agenda.
- For Special Meetings and Emergency Meetings the Board shall only provide an opportunity for members of the public to address the Board on items listed on the agenda.
- Time limits for public comment shall be established to ensure orderly conduct of meetings.

**6. Meeting Records:**

- Minutes of all meetings shall be recorded and made available to the public promptly.
- Audio or video recordings, when created, shall be retained in compliance with the District policies and applicable laws.

---

## Administrative Regulations

---

### Implementation of the Ralph M. Brown Act

**1. Agenda Preparation and Posting:**

- The Superintendent or designee shall prepare the agenda for all Board meetings in consultation with the Board President.

**2.** Each agenda item shall include a brief general description sufficient to inform the public of the subject matter and indicate whether items are for discussion, information, or action.

**3. Posting Requirements:**

- Regular Meetings: Post agendas at least 72 hours in advance.
- Special Meetings: Post agendas at least 24 hours in advance.
- Emergency Meetings: Provide notice per Government Code § 54956.5.
- Members of the public may request to place matters directly related to the District business on the agenda for regular Board meetings. Requests must be submitted in writing at least five school days before the meeting and include enough detail for the District to determine relevance. The District may decline requests unrelated to its business, outside the Board's authority, or items that have been recently decided by the Board.

“The Board shall not take action on any item not appearing on the posted agenda except as permitted by law.”

**4. Meeting Location:**

Meetings shall be held within District boundaries and in locations accessible to the public, except as otherwise permitted by law.

**5. Remote Participation:**

Meetings conducted by teleconference or other remote means, including virtually, shall comply with applicable provisions of the Brown Act, including participation virtually due to good cause or public emergency.

**6. Public Comment Procedures:**

- At regular meetings, members of the public may address the Board on any item within the Board's jurisdiction, whether or not the item is on the agenda. At special or emergency meetings, public comment shall be limited to items listed on the agenda, consistent with the Ralph M. Brown Act.
- The Board may adopt reasonable regulations limiting the total time for public input and the time allocated to individual speakers.
- Speaker cards or other methods of registration may be used to manage the order of public comments.

**7. Closed Sessions:**

- The agenda for a closed session must include a brief general description of the items to be discussed, citing the specific statutory authority under which the session is being held.
- The Board shall report in open session any actions taken in closed session, as required by law. No minutes of closed session discussions shall be taken, in order to preserve confidentiality and compliance with the Ralph M. Brown Act.

**8. Meeting Minutes and Records:**

- The Superintendent or designee shall ensure the accurate recording of all Board actions and votes in the meeting minutes.
- Audio or video recordings, if made, shall be retained for at least 30 days and made available for public inspection during that time.

**9. Public Notification:**

- Meeting notifications and materials shall be posted on the District's website and physically at the District office in a location accessible to the public.
- Upon request, the District shall make reasonable accommodations for individuals with disabilities to participate in Board meetings.

*Adopted on: September 9, 2026*

*Page 4 of 5*

*Revised on:*

*The policies are developed in collaboration with the Small School Districts' Association for general informational, educational and procedural purposes only and are not intended to constitute legal advice for any specific situation.*

*Adopted on: September 9, 2026*  
*Revised on:*

*Page 5 of 5*

*The policies are developed in collaboration with the Small School Districts' Association for general informational, educational and procedural purposes only and are not intended to constitute legal advice for any specific situation.*