



Board Agenda Item #	IV A – Action Item
Date:	3/5/2020
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Alfredo Rubalcava, CEO & Superintendent
RE:	Board Meeting Protocols

Proposed Board Motion

I move that the board approve the Magnolia Public Schools Board Meeting Protocols.

Introduction

On 1/1/2020 Senate Bill 126 was passed and hence MPS has had to adjust various practices pertaining to board/governance procedures. The protocols being approved today formalizes current and new board meeting procedures which include details on how items are placed on the agenda and how public comments are accepted and addressed.

Background

MPS has been following these protocols but has not had a formal policy approved by the board. The protocols being presented today will allow for MPS to remain consistent with its practices and share protocols with all MPS schools and the community who is interested in addressing the MPS Board.

These protocols have been created by the law offices of Young, Minney & Corr, LLP with collaboration of MPS Home Office staff.

Budget Implications

None

Exhibits (attachments):

- Board Meeting Protocols drafter by YM&C

MAGNOLIA EDUCATIONAL AND RESEARCH FOUNDATION
BOARD OF DIRECTORS

BOARD MEETING PROTOCOLS

The Magnolia Educational and Research Foundation Board of Directors shall comply with the Brown Act and other applicable laws of the State of California with regard to open meetings and Board agendas.

Preparation of School Board Agenda

The Chief Executive Officer or designee shall be responsible to prepare the agendas for all special and regular meetings of the Board of Trustees.

Agenda Posting

Agendas for regular Board meetings shall be posted 72 hours in advance of such meetings at each Magnolia Public School in a location that is fully accessible to the public 24 hours a day. The agenda for regular Board meetings shall also be posted 72 hours in advance on the Magnolia Public Schools' website with a prominent, direct link on the homepage. Special meeting agendas shall be posted at least 24 hours in advance of such meetings in the same fashion.

Agenda Distribution

The Board agenda with supporting information for a regular Board meeting should be delivered to Board members as soon as is practicable but preferably 72 hours prior to the meeting. For special Board meetings, the agenda and supporting information should be delivered at least 24 hours prior to the meeting. The Chief Executive Officer or designee is responsible for the distribution of Board packets (which include the official agenda and all supporting information and documents).

The Board meeting agenda and material will be provided to those persons or parties who have requested such materials pursuant to Government Code Section 54954.1. A fee may be charged for the service of providing agenda.

For purposes of providing proper notice under the law, the Board shall comply with the Americans with Disabilities Act and any related applicable state law.

Chief Executive Officer Duties Concerning Agendas

1. The Chief Executive Officer shall include on the agenda all items known to the Chief Executive Officer to require action by the Board and other topics containing information necessary for the Board to carry out its responsibilities.

2. The Chief Executive Officer shall include on the agenda items which relate to School business as are requested for inclusion by members of the Board.
3. The Chief Executive Officer is responsible for preparing all supporting information which may accompany each agenda topic originating from the administration or the Board.

Requests for Agenda Items

1. A citizen may request that a topic directly related to School business be placed on the agenda. The Chief Executive Officer or Board Chairperson shall determine whether the citizen request is or is not an item directly related to School business. Further, citizen-requested items may not be placed on the agenda if the item(s) are repetitive of a previous item placed on an agenda and considered by the Board.
2. Requests for items to be included on the Board agenda by the Board or Board members, School employees, or citizens shall be in writing and submitted to the Chief Executive Officer's office seven (7) working days prior to the next regularly scheduled Board meeting.
3. Members of the Board or the Chief Executive Officer may request that a topic be placed on the agenda which has been recently considered and acted upon by the Board providing there is new and relevant information on the topic, but only for the purpose of the Board deciding whether or not to reconsider the agenda topic, it shall do so at the next regular Board meeting.
4. Citizens who request to have a topic on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. This is intended to provide background information for Board members to help expedite the Board's handling of the topic at the Board meeting.

The Public at Board Meetings

1. Members of the public who wish to speak during the Board meeting shall be allowed three minutes to speak per agenda item. If the member of the public is using an interpreter, the speaker will be given a total of six minutes. Total time for the public to speak on any one agenda item can be limited to a reasonable time determined by the Board Chairperson. Care should be given to allow all points of view on an agenda item to be heard
2. Prior to a Board meeting, speaker cards will be available to all members of the public who are in attendance. Anyone who wishes to provide public comment during the Board meeting shall fill out the speaker card prior to the commencement of the Board meeting.
3. Member of the public who need special accommodation are strongly encouraged to contact Magnolia Public Schools at least 24 hours in advance to a Board meeting so that every effort can be made to provide assistance. Such information will be included on

each meeting agenda.

4. The Board will make available copies of the agenda and agenda materials for open session items to the public at the Board meeting and at teleconference locations.

Board Action/Voting

1. The Board may only take action on items formally listed on the School Board agenda except in emergency or other circumstances as authorized by law.
2. When there is a tie vote on the agenda topic under consideration, the item shall be resubmitted to the Board at its next regular meeting.

Adopted:

Amended:

