Meeting Agendas and Materials

Agenda Content

The County Board of Education meeting agendas shall reflect the County Board's vision and goals and its focus on student learning. County Board meeting agendas 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 54954.2)

The agendas shall provide members of the public the opportunity to address the County Board on any agenda item before or during the County Board's consideration of the item. The agendas shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the County Board. (Government Code 54954.3)

Inspection of Agenda Materials

Each meeting agenda shall list the address designated for public inspection of agenda documents that have been distributed to the County Board less than 72 hours before the meeting. (Government Code 54957.5)

Notice of Accommodations

The agenda shall specify that an individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the County Board meeting should contact the Superintendent or designee.

Agenda Preparation

The County Superintendent, as secretary to the County Board, in consultation with the County Board President, shall develop the agenda for each regular and special meeting. County Board members may propose potential agenda items to the County Board President or the Superintendent at any time.

Any San Mateo County resident or any organization operating within the County may request that a matter within the jurisdiction of the County Board be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the County Superintendent or designee with supporting documents and information, if any, at least eight (8) days before the scheduled meeting date. Items submitted fewer than eight (8) days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.
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The County Superintendent, with the concurrence of the County Board president, shall decide whether or not to place an item on the agenda and if an item is placed on the agenda, whether the item should be an action item subject to County Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.

Consent Items

In order to promote efficient meetings, the County 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 County Superintendent recommends approval.

At the request of any member of the County Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Agenda Dissemination to County Board Members

At least three days before each regular meeting, a copy of the agenda and agenda packet shall be forwarded to each County Board member, including any written reports from the County Superintendent or his/her designee; minutes to be approved; copies of communications and reports received; and any other available documents pertinent to the meeting.

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

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

Agenda Dissemination to Members of the Public

The County Superintendent or designee shall provide a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. If a document is distributed to the County Board less than 72 hours prior to a meeting, the County Superintendent or designee shall make the document available for public inspection at the time the document is distributed to a majority of the County Board provided that the document is a public record under the Public Records Act and relates to an agenda item for an open session of a regular County Board meeting. The County Superintendent or designee may also post the document on the County Office Web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting.
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Any documents prepared by the County Office or the County Board and distributed during a public meeting shall be made available for public inspection at the meeting, unless the document is exempt from public disclosure under the Public Records Act.

Upon request, the County Superintendent 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.

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 54954.1)

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

Legal References:

Education Code 35144 Special meetings
Education Code 35145 Public meetings
Education Code 35145.5 Right of public to place matters on agenda
Government Code 6250-6270 Public Records Act
Government Code 54954.2 Agenda posting requirements; board actions
Government Code 54954.3 Opportunity for public to address legislative body
Government Code 54954.5 Closed session item descriptions
Government Code 54956.5 Emergency meetings
Government Code 54957.5 Public records
Code of Federal Regulations, Title 28, 35.160 Effective communications
Code of Federal Regulations, Title 28, 36.303 Auxiliary aids and services

Adopted SMCBE 1/06/60
Revised SMCBE 6/17/70, 3/02/72, 7/20/88, 11/05/08, 06/21/17
(Renamed BP 9322 from BP 9321: 06/21/17)
(Replaces BP 9352.1 and BP 9352.2)