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*John Smith, Board President*

*Jane Jones, Clerk*

*Angela Gonzalez, Trustee*

*Joseph Grey, Trustee*

*James Martin, Trustee*

*John Doe, Superintendent of Schools / Secretary to the Board*

*Board of Trustees*

*Welcome to the Meetings of the Board of Trustees*

 

*Thank you for your interest in our schools!*

For more information, contact the District Office at

**555-543-5432**

or on the web at [www.acmeschooldistrict@k12.ca.us](http://www.acmeschooldistrict@k12.ca.us)

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ACME SCHOOL DISTRICT

ACME SCHOOL DISTRICT

5432 Any Street West Townsville, CA 90000

This protects the employee’s right to adequate notice before a hearing of such complaints and charges, and also preserves the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee.

The Board President shall encourage a person wishing to discuss employee performance or misconduct to follow the appropriate District complaint or appeal procedure.

Speakers should be aware that they may incur legal liability for statements made at the school board meeting, particularly if the comments are not related to district business.

District employees who are represented by exclusive collective bargaining repre-sentatives should make their views on matters within the scope of representation known through these representatives to the District's representative in the channels reserved for bargaining. The Board will not respond to employee presentations on collective bargaining matters except through its representatives.

Each person who addresses

the Board must first be recognized by the presiding officer.

Comments must be addressed to the Board as a whole and not to individual staff members or District employees. The Board and staff are not obligated to comment on or respond to addresses by the public.

Board and staff after posting the agenda.

***Addressing the Board***

***Closed Sessions***

The Board welcomes comments from the public at appropriate times during the meeting. Procedures have been established for citizens to speak to the Board on agenda items as they are taken up, prior to Board discussion and deliberation. At regular Board meetings, citizens may also address the Board regarding other matters within the subject matter jurisdiction of the Board at a time designated for that purpose.

Before the meeting begins, members of the public wishing to speak must submit on forms provided their names and the item(s) on which they intend to speak. If the matter is listed as an item for Board action, the Board will not take action until persons who have requested to speak have done so. Unless otherwise approved by the Board, the total time allotted to all persons wishing to speak to an item will be \_\_\_\_ minutes, and each individual speaker will be limited to \_\_\_\_ minutes (twice as long if using a translator and the districts is not providing simultaneous translation). These limits help us allocate the time available.

In case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item and limit the overall time for discussion.

Each person who addresses the Board must first be

While most school business is conducted in an open, public session, under limited circumstances, the Board may adjourn to a closed session to consider certain kinds of issues, such as real estate and labor negotiations, personnel matters, litigation, complaints or charges against employees, and student matters. These items will be listed on the agenda. When required, the Board will report out in open session certain actions approved in the closed session

***Board Response to Public Comment***

The purpose of public comment is to offer an opportunity for members of the public to provide information to school board members. Board action on matters not listed on the agenda is prohibited by law, with limited exceptions, and Board discussion on non-agenda items must also be limited as required by law.

Board members may, but are not required to, briefly respond to statements made or questions posed by members of the public, refer an item to staff for study and analysis, or request that an item be placed on a future agenda. Staff members are not required to address or respond to comments by the public.

***NOTE:*** Under limited circumstances, the Board may discuss and act on matters not on the agenda if they involve certain emergency situations or if the need to act is critical and came to the attention of the

***Complaints Against District Employees***

The District has an established procedure for considering complaints regarding individual employees. Members of the public are urged to avail themselves of the procedure so their concerns can be addressed fully and dealt with fairly.

Whenever a member of the public initiates a specific complaint(s) or charge(s) against an employee, the Board president shall inform the complainant that it is the policy of the Board to hear such complaints or charges with advance notice to the affected employee, in closed session unless otherwise requested by the employee pursuant to Government Code section 54957.

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*Public Participation at Board Meetings*

***Access to Documents***

The Board of Trustees welcomes you to its meeting and appreciates your interest in our schools. The Board of Trustees recognizes that citizens of the community have the right and are encouraged to attend meetings of the Board, and to observe its deliberations. The following information is provided to assist the community in understanding the Board’s proceedings and its participation in those proceedings. These rules and procedures help the Board conduct business in an orderly and efficient manner and allocate available time.

The meetings of the Board of Trustees are conducted under the rules of the open meeting law known as the Ralph M. Brown Act, as well as other provisions of law and Board policy.

The Board of Trustees represents the residents of the Acme School District as the elected body created to determine, establish and uphold the educational policies of the District. The Board functions under the laws of the State of California, but is authorized to plan for an educational program tailored to both the needs and resources of the communities served.

Anyone may access the agenda for the meetings on the District’s website at www.acmeschool district.k12.ca.us.

Any materials required by law to be made available to the public prior to a meeting of the Board of Trustees can be inspected at the address indicated on the meeting agenda.