**PERFECT UNION SCHOOL DISTRICT**

**EMERGENCY MEETING OF THE BOARD OF TRUSTEES**

**AGENDA**

**Meeting Date and Time:** October 31, 20xx, 6 p.m.

**Place of Meeting:**  District Office, Board Room, 123 Oleander Avenue, Bakersfield, CA

 Closed Sessions Will Be Held in Conference Room A, Same Address

 OR

 Meeting to be held via teleconference/videoconference

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with notice and posting requirements for special meetings. The Board may meet in closed session pursuant to Government Code section 54957 if agreed to by a two-thirds vote of board members present or, if less than two-thirds of the members are present, by a unanimous vote of the members present.

Members of the public shall have an opportunity to address the Board of Trustees, either before or during the Board's consideration of each item of business to be discussed, in the manner described below. In order to efficiently manage the business of the Board, the Board President may limit the amount of time allocated for public testimony for each individual speaker to \_\_\_\_ minutes and limit the total time allocated on a particular issue to \_\_\_\_\_\_, pursuant to board policy.

**I. CALL TO ORDER AND FLAG SALUTE**

**II. DETERMINATION OF EMERGENCY** *[Select Option A or B below]*

A. The Board determines that an emergency exists, defined as a work stoppage, crippling activity, or other activity which severely impairs public health, safety, or both. The emergency necessitates holding a board meeting without the usual posting and notice requirements.

B. The Board determines that a “dire emergency” exists, defined as a crippling disaster, mass destruction, terrorist act, threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding the emergency meeting may endanger the public health, safety, or both.

Each local newspaper of general circulation and radio or television station that has requested notice of special meetings pursuant to section 54956 shall be notified by the presiding officer of the Board or designee. Notification shall be provided at least one hour prior to the emergency meeting or, in the case of a dire emergency, at or near the time that the presiding officer or designee notifies the members of the Board of the emergency meeting. This notice shall be given by telephone; all telephone numbers provided in the most recent request of news media for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived and the Board or designee shall notify the news media of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

The minutes of this meeting, a list of persons who the presiding officer or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon as possible after the meeting.

**III. *[OPTIONAL EXAMPLES – ONLY IF CRITERIA FOR CLOSED SESSION ARE APPLICABLE]***

**ADJOURN TO CLOSED SESSION**

* **THREAT TO PUBLIC SERVICES OR FACILITIES (Government Code section 54957)**

**Consultation with: *(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title)***

* **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

**Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: (Specify number of potential cases)**

* **CONFERENCE WITH LABOR NEGOTIATORS**

**Agency designated representatives: *(Specify names of designated representatives attending the closed session*) (If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)**

**Employee organization: (Specify name of organization representing employee or employees in question)**

**or**

**Unrepresented employee: *(Specify position title of unrepresented employee who is the subject of the negotiations)***

**IV. RECONVENE TO OPEN SESSION**

* **Report Out from Closed Session (If Required)**

**V. [*Sample Possible Issue]* DISCUSSION AND POSSIBLE ACTION REGARDING POSSIBLE MEASURES TO ADDRESS COVID-19 PUBLIC HEALTH ISSUES**

**VI. *[Sample Possible Issue]* DISCUSSION AND POSSIBLE ACTION REGARDING POSSIBLE ALTERATION OF SCHOOL CALENDAR**

***[Sample Possible Issue]* DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE SUPERINTENDENT TO TAKE ACTION IN RESPONSE TO DECLARED STATE OF EMERGENCY RELATING TO COVID-19.**

**The Board will consider authorizing the Superintendent to act on behalf of the District in any situation in which immediate action is needed to avoid any risk to the safety or security of district students, staff, or property or disruption to student learning. This could include but is not limited to modifications to delivery of instruction, relocation of students and staff, continued daily student transportation, provision of alternative educational program options, provision for meals for students qualifying for Free and Reduced Lunch, possible temporary closure of one or more schools, adjustment to the school calendar, enter into MOUs with bargaining units, provision of leaves of absence for employees due to quarantine or recent return from Level 3 countries or other COVID-19-related issues, and direction to staff to serve as disaster service workers pursuant to Government Code section 3100.**

**VII. ADJOURNMENT**

For information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation to participate in the public meeting, please contact \_\_\_\_\_\_\_\_\_\_.

Any materials required by law to be made available to the public prior to a meeting of the Board of Trustees of the District can be inspected at the following address during normal business hours: *[list address****]***.

Choose one of the following:

***OPTIONAL LANGUAGE FOR TELECONFERENCING FOLLOWING NORMAL BROWN ACT PROCEDURES:*** Notice of Teleconferencing: Government Code section 54953 permits the Board of Trustees to conduct its meeting from different locations via teleconference provided that at least a quorum of the Trustees participate from locations within District boundaries. This meeting shall be conducted using teleconferencing at the following locations, which shall be accessible to the public: *[specify locations*]. Members of the public shall be afforded the opportunity to address the Board as permitted under Government Code section 54954.3 at each teleconference location. Voting at this meeting shall be by roll call.

***OPTIONAL LANGUAGE FOR USE OF RELAXED TELECONFERENCE PROCEDURES PER GOVERNOR’S COVID-19 EXECUTIVE ORDER, WITH TELEPHONE/ELECTRONIC ACCESS BY MEMBERS OF THE PUBLIC:*** Notice of Teleconferencing Pursuant to Executive Order N-29-20 and Government Code section 54953: The Board will conduct this meeting via teleconference or videoconference, with one or more board members participating from remote locations via telephone or other electronic means. Voting at this meeting shall be by roll call. This meeting will be accessible to members of the public, and public comment will be allowed at appropriate times, as follows: *[list phone number, link to audio or video conference, or other means to allow electronic access].* Any requests for modification or accommodation from individuals with disabilities shall be received and addressed as follows: *[specify process; e.g., email a particular person or address, etc.]*

***OPTIONAL LANGUAGE FOR USE OF RELAXED TELECONFERENCE PROCEDURES PER GOVERNOR’S COVID-19 EXECUTIVE ORDER, WITH PHYSICAL ACCESS BY MEMBERS OF THE PUBLIC:*** Notice of Teleconferencing Pursuant to Executive Order N-29-20 and Government Code section 54953: The Board will conduct this meeting via teleconference or videoconference, with one or more board members participating from remote locations via telephone or other electronic means. Voting at this meeting shall be by roll call. Members of the public wishing to observe/listen to the meeting or make public comments as authorized under Government Code section 54954.3 may do so at the following location: *[list address*]. Voting at this meeting shall be by roll call. Social distancing measures will be implemented to address public health issues relating to the Coronavirus (COVID 19).

Schools Legal Service