

PALERMO UNION SCHOOL DISTRICT INFORMATION AND PROCEDURES

MEETINGS: The Governing Board meets on the first and third Wednesday of each month at 7:00 p.m. Meetings are held in the Board Room at the Palermo Union School District Office, 7390 Bulldog Way, Palermo, CA, unless otherwise noticed.

AGENDAS: The agendas for every meeting are posted by at the District Office at least 72 hours prior to each meeting. Agendas are available prior to the meeting or during the meetings (by the door inside the District Board Room). Copies of the agenda may be picked up at the District Office, or a copy may be obtained by mail prior to the meeting by contacting the Superintendent's Office. A complete copy of public session agenda material is available at the District Office. A complete copy of the agenda will be available at all meetings for public inspection.

PUBLIC PARTICIPATION: The Board of Trustees welcomes suggestions and comments which help the needs of the schools and improves their operation. The Board also welcomes questions which may clarify their responsibilities or decisions.

HEARING OF INDIVIDUALS ON AGENDA ITEMS: If you desire to address the Board on a matter that is on the agenda (except for Public Hearings, see below), you will be asked to stand or raise your hand until recognized by the Board President. You will then be asked to state your name and the agenda item on which you wish to speak. When that item comes up on the agenda you will be asked to stand, repeat your name, give your address for the record, and make your presentation. Presentations will be limited to five (5) minutes.

PUBLIC HEARING: Any member of the audience may speak on items scheduled for public hearing at the time the Board President declares the hearing open to the public. You will be asked to stand, state your name and address for the record and make your presentation. Presentations will be limited.

BOARD AGENDA ITEMS: Items on the Board agenda usually require discussion by the Board. They are taken individually in numerical order, unless the President or Superintendent requests a change.

HEARINGS OF INDIVIDUALS ON NON-AGENDA ITEMS: This is the time the Board President will invite anyone in the audience wishing to address the Board on a matter not listed on the agenda to stand, state your name and address for the record and make your presentation. Presentations will be limited to five (5) minutes and must relate to a matter within the Board's jurisdiction.

The Board is prohibited by State Law from taking action and possible discussion on any item presented if it is not listed on the agenda, except under special circumstances as defined by the Government Code and Education Code.

CLOSED SESSION: All meetings of the Board of Trustees are open to the public. The law allows the Board to discuss matters involving litigation, employee relations, certain personnel matters, or property acquisition, and other matters defined by State Law in a closed rather than public session. When such an occasion arises the Board President will announce that the Governing Board is adjourning to a closed session, giving the general area of discussion prior to adjournment. The Board may adjourn to another room or clear the public meeting and meet privately. The law requires that certain decisions made in closed session will be announced when the Board returns to public session, including the roll call vote of the Trustees.

RESOLUTIONS: These generally concern routine matters of the Board, such as approval of contracts, items that change on a frequent basis such as fees, etc., and may be read by title only and adopted.

BOARD POLICIES/ADMINISTRATIVE REGULATIONS: These are presented for a first reading. At a subsequent meeting, the same Board Policy and/or Administration Regulation will have a second, (final) reading for adoption. These may be read by title only or read in entirety in the readings and adoption.