



# SHASTA COUNTY OFFICE OF EDUCATION

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**Superintendent**  
Judy Flores

**Board of Education**  
Kathy Barry  
Diane Gerard  
Rhonda Hull  
Steve MacFarland  
Laura Manuel  
Denny Mills  
Elizabeth "Buffy" Tanner

**TO: PERSONS WISHING TO ADDRESS THE BOARD**  
**FROM: SHASTA COUNTY BOARD OF EDUCATION**

**WELCOME** to our Board meeting!

If you are interested in addressing the Board, please complete a "Speaker Card" and leave it in the basket on the table **PRIOR to the opening of the meeting scheduled for 1:30 p.m.** Please see the agenda located on the table to determine which agenda item you wish to address to note on the "Speaker Card." The Board President will be given the cards and will call upon persons who complete a "Speaker Card" at the appropriate time based on the agenda item they wish to address.

Persons wishing to address the Board regarding items **listed** on the agenda will be given the opportunity to do so either before or during the Board's consideration of the item at Regular or Special Board meetings.

Persons wishing to address the Board regarding items **not listed** on the agenda at a Regular Board meeting will have the opportunity to do so at the beginning of the meeting under the agenda item "Hearing of Persons Wishing to Address the Board". The law requires that no action or discussion be undertaken on any items **not listed** on the agenda, however, a brief response may be provided by the Board or staff. For Special Board meetings, the law does not require that the public be given an opportunity to address items **not listed** on the agenda.

Item 5 on the reverse addresses time limitations for addressing the Board for items **listed** and **not listed** on the agenda.

Please be aware that the Board may not have a response at the time your comment is presented. If a response is warranted, they may ask that you be contacted after the Board meeting as follow up or if appropriate, the item may be placed on a future agenda for discussion or action by the Board.

Please see the reverse for procedures on how to request, prior to a Board meeting, that an item be placed on an agenda and additional details regarding addressing the Board at meetings.

If you have further questions, please contact Robin Beeson at 225-0227. Thank you for joining us!

THE SHASTA COUNTY BOARD OF EDUCATION WELCOMES AND ENCOURAGES YOUR PARTICIPATION AT THEIR MEETINGS. TO ENSURE AN ORDERLY MEETING, ALL PARTICIPANTS WILL BE ASKED TO OBSERVE THE FOLLOWING:

Procedures for placing an item on the agenda, making a presentation, or speaking to an item on the agenda shall be as follows (Board Bylaw #9322):

Any member of the public or any Board member may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, at least seven (7) days before the scheduled meeting date. Items submitted less than seven (7) 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.

The Board President and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, the Board President and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Board President and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item or consent item.

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda 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 Board. (Education Code 35145.5, Government Code 54954.3)

Persons addressing the Board shall be guided by the following conditions (Board Bylaw #9323):

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each item of business to be discussed at regular or special meetings. (Education Code [35145.5](#), Government Code [54954.3](#))
2. At a time so designated on the agenda, members of the public may bring before the Board, at a regular meeting, matters that are not listed on the agenda. The Board may refer such a matter to the Superintendent or designee or take it under advisement, but shall not take action at that time except as allowed by law. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board. (Education Code [35145.5](#), Government Code [54954.2](#))
3. Without taking action, Board members or County Office staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code [54954.2](#)) Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code [54954.2](#))
4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard it, the Board shall provide an opportunity for the public to speak. (Government Code [54954.3](#))
5. A person wishing to be heard by the Board shall first be recognized by the President and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three (3) minutes to address the Board on each agenda or nonagenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the President may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.
6. The Board President may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the President may indicate the time and place when it should be presented. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions. (Government Code [54954.3](#)) In addition, the Board may not prohibit public criticism of County Office employees.
7. The Board President shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the chair to terminate the privilege of addressing the Board. The Board may remove disruptive individuals and order the room cleared if necessary; in this case, members of the media not participating in the disturbance shall be allowed to remain, and individual(s) not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code [54957.9](#))

Thank you for your cooperation.

7/14/17:rb