



COTATI-ROHNERT PARK
UNIFIED SCHOOL DISTRICT
Learning for a Lifetime

www.crpusd.org



A Guide to Meetings of the Governing Board



Karyn Pulley,
President



Edwin
Gilardi,
Clerk



Leffler
Brown,
Member



Eric
Kirchmann,
Member



George
Steffensen,
Member

Superintendent Barbara Vrankovich, EdD



GOVERNING BOARD:

The Cotati-Rohnert Park USD's Governing Board is a five member Board elected by voters of the District to serve four year terms. Among its many duties, the Board establishes policy and procedures, employs the Superintendent, establishes a budget and acts as advocate of the District.

Meetings of the Governing Board are subject to provisions of *The Ralph M. Brown Act* which govern open meetings of local government bodies.

REGULAR SCHEDULED BOARD MEETINGS:

Regular meetings of the Board are generally scheduled on the second Tuesday of each month, 7:00 PM in the Creekside Middle School Presentation Hall, 5154 Snyder Lane, RP., and are posted 72 hours in advance. For a current schedule of regular meetings and agendas of the Board contact the Superintendent's Office at 792-4536 or visit www.crpusd.org.

SPECIAL BOARD MEETINGS:

Special meetings of the Board can be called as necessary. Special meeting notices are posted at least 24 hours prior to the meeting and state time and location as well as all business to be transacted or discussed.

AGENDA MATERIALS:

The posted agenda contains a brief general description of each matter to be considered or discussed. Back-up agenda materials, with the exception of closed session items, are available for public review at each school site or the District Office. Copies of complete agendas can be requested by calling 792-4536.

TO ADDRESS THE BOARD ON AGENDIZED ITEMS:

At Regular Scheduled and Special Board Meetings:

Public Comment on each agendized item is taken after the item has been introduced by staff, and before Board discussion. Speakers are requested to fill out a card noting the agendized topic they wish to address and give it to the Executive Secretary. The Board President calls speakers to the podium when it is their turn to speak. Time allocated to each speaker is generally 5 minutes, with a maximum of 20 minutes per topic, but the Board has the discretion to modify time limits as they see necessary.



TO ADDRESS THE BOARD ON NON-AGENDIZED ITEMS:

At Regular Scheduled Board Meetings:

Public Comment on non-agendized items is taken at the beginning of a regular meeting under the section *Community Input on Non-Agendized Items*. Speakers are requested to fill out a card noting the topic they wish to address and give it to the Executive Secretary BEFORE the meeting begins. The Board President calls speakers to the podium when it is their turn to speak. Time allocated to each speaker is generally 5 minutes, with a maximum of 20 minutes per topic, but the Board has the discretion to modify time limits as they see necessary. The Brown Act prohibits the Board from acting on or discussing non-agendized items.

At Special Board Meetings:

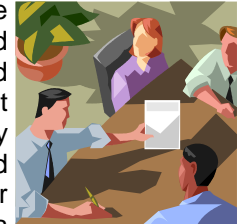
Public Comment is only taken on agendized items during special meetings of the Board. If a member of the public wishes to address the board on a non-agendized item he or she may do so at the next regularly scheduled meeting.

BOARD MEETING MINUTES:

Minutes are kept of all Board meetings as record of all actions taken by the Governing Board. Once adopted, minutes become public records and are available for review in the Superintendent's Office and are posted on the District website.

CLOSED SESSIONS:

All regular and special meetings are held in public. However, the Board may meet privately in Closed Session for certain purposes that are specifically authorized by provisions of the Brown Act. Closed Session may be held before and/or after the Public Session portion of a meeting. Closed Session items are briefly described on the posted agenda with their specific statutory government code exemption. Public comment on closed session agenda items is taken under the section *Community Input on Closed Session Items*, before the Board adjourns to Closed Session. Action taken in Closed Session is reported out as required by law.



SPANISH LANGUAGE SERVICES:

An oral translation of Board agendas can be obtained by telephoning 636-6568. Each agenda provides information of how individuals can request the assistance of a Spanish Language interpreter at an upcoming meeting.

DISABILITY-RELATED ACCOMMODATIONS OR MODIFICATIONS:

Each agenda provides information of how individuals requiring disability-related accommodations or modifications to attend a meeting can request these services.