

**Ocean View School District**  
17200 Pinehurst Lane, Huntington Beach, CA 92647

 APPROVED

**Special Board of Trustees' Meeting - Minutes**  
January 28, 2020  
6:00 PM – OPEN SESSION

**Trustees:**

Gina Clayton-Tarvin, President  
Patricia Singer, Vice President  
Jack Souders, Clerk  
John Briscoe, Member  
Norm Westwell, Member

**Administration:**

Carol Hansen, Ed.D., Superintendent  
Michael Conroy, Ed.D., Deputy Superintendent, Administrative Services

**A. Call to Order**

The Special meeting of the Board of Trustees was called to order by President Gina Clayton-Tarvin at 6:00 p.m.

**B. Roll Call**

Members present: Gina Clayton-Tarvin, Patricia Singer, Jack Souders, Norm Westwell

Trustee John Briscoe arrived at 6:03 p.m.

**C. Agenda Adoption - Special Board of Trustees' Meeting of January 28, 2020**

**Passed** with a motion by Patricia Singer and a second by Norm Westwell.

Absent	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Yes	Norm Westwell

**D. Pledge of Allegiance**

The Pledge of Allegiance was led by President Clayton-Tarvin.

**E. Public Comments:** None.

**F. Study Session**

At the request of Trustee Westwell, President Clayton-Tarvin stated that a copy of the PowerPoint presentation shown tonight will be available to the entire Board after the meeting.

**F.1. Parliamentary Procedure**

Mr. Jim Baca, Partner, Atkinson, Andelson, Loya, Ruud & Romo, provided information on parliamentary procedure, as referenced in Robert's Rules of Order, the Brown Act, and OVSD Board Policies/Bylaws. He shared a PowerPoint presentation that focused on the different types of motions and issues related to making motions.

Mr. Baca responded to questions from the Board members, including the role of the Board President; parliamentary inquiries; points of order; recognizing Trustees who wish to speak; and ways to request an item be placed on the agenda.

Motion by Trustee Westwell to adjourn.

Motion died for lack of a second.

Trustee Westwell left the meeting at 7:43 p.m.

President Clayton-Tarvin thanked Mr. Baca for presenting this valuable information on parliamentary procedure.

**G. Adjournment**

Time: 7:46 p.m.

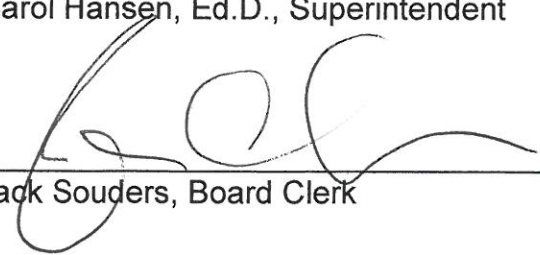
**Passed** with a motion by Patricia Singer and a second by John Briscoe.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell



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Carol Hansen, Ed.D., Superintendent



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Jack Souders, Board Clerk

February 4, 2020  
Date