



San Juan Unified School District Facilities Committee

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|--|--|---------------------------------|
| <input type="checkbox"/> Frank Cockrell | <input type="checkbox"/> Joshua Alvarado | <input type="checkbox"/> Vacant |
| <input type="checkbox"/> Tina Cooper | <input type="checkbox"/> Zachary Morton | <input type="checkbox"/> Vacant |
| <input type="checkbox"/> Saul Hernandez | <input type="checkbox"/> Steve Ward | <input type="checkbox"/> Vacant |
| <input type="checkbox"/> Jodi Mulligan-Pfile | <input type="checkbox"/> Paul Roy | <input type="checkbox"/> Vacant |
| <input type="checkbox"/> Melinda Avey | <input type="checkbox"/> Vacant | |

We commit to:

- | | |
|--|--|
| ➤ <i>Being responsive to the needs of students</i> | ➤ <i>Differentiating between fact and opinion</i> |
| ➤ <i>Conducting meetings that are: Effective, Efficient and Decisive</i> | ➤ <i>Clearly defining and agreeing upon mission</i> |
| ➤ <i>Focusing on solving problems</i> | ➤ <i>Members having open minds and being creative</i> |
| ➤ <i>Working together through the committee chair</i> | ➤ <i>Abide by Brown Act concept and principles</i> |
| ➤ <i>Recognizing the committee's role as a recommending body</i> | ➤ <i>Members being polite, respectful, and supportive of others' time and opinions</i> |
| ➤ <i>Being responsive to the direction of the Board as a whole</i> | |

AGENDA

**Tuesday, September 2, 2025
District Office Board Room - 6:30 p.m.**

I. CALL TO ORDER – 6:30 p.m.

II. VISITOR COMMENTS*

III. BUSINESS ITEMS

1. Organizational Meeting

(Cockrell)

i. Annual Meeting Schedule – A

(Material provided: page 2)

ii. Committee Chair Election - A

iii. Committee Assistant Chair Election – A

iv. Annual Facilities Committee Bylaws Review – R – Trent Allen, APR, Chief of Staff

(Materials provided: pages 3 -8)

v. Annual Brown Act Training – R – Fhanysha Clark Gaddis, J.D., MPP, General Counsel

(Materials provided: pages 9 -24)

2. Approval of the Minutes – May 6, 2025 - A

(Materials provided: pages 25 - 26)

(Chair)

3. Staff Report – R

(Camarda)

4. Future Agenda Items – D

(Camarda)

IV. ADJOURNMENT – 8:00 p.m.

(Chair)

A = Action; R = Report; D = Discussion

* Public comments are welcome at Facilities Committee meetings. Each agenda allows time for visitor comments at the beginning of the meeting, as well as during consideration of specific agenda items. To give everyone a chance to be heard, we ask that you limit your comments to two minutes. To speak to the Committee, you must fill out a "Request to Address the Facilities Committee" card, which is available at each meeting. This card will be given to the Chair. You will be called at the appropriate time.

San Juan Unified School District
Facilities Committee
2025-2026 Meeting Dates

1. **Tuesday, September 2, 2025 – 6:30 p.m.**
2. **Tuesday, October 7, 2025 – 6:30 p.m.**
3. **Tuesday, November 4, 2025 – 6:30 p.m.**
4. **Tuesday, December 2, 2025 – 6:30 p.m.**
5. **Tuesday, January 6, 2026 – 6:30 p.m.**
6. **Tuesday, February 3, 2026 – 6:30 p.m.**
7. **Tuesday, March 3, 2026 - 6:30 p.m.**
8. **Tuesday, April 7, 2026 – 6:30 p.m.**
9. **Tuesday, May 5, 2026 – 6:30 p.m.**
10. **Tuesday, June 2, 2026 - 6:30 p.m.**





FACILITIES COMMITTEE BYLAWS

I. Name

The name of the committee shall be the Facilities Committee.

II. Authority

The Facilities Committee, hereinafter referred to as “the committee,” is a standing committee of the San Juan Unified School District Board of Education as established by formal board action and shall operate in compliance with the state’s open-meeting laws (Ralph M. Brown Act). In this regard, a majority of committee members shall not meet at the same time and place to hear, discuss, or deliberate upon any matter within the jurisdiction of the committee, and shall not make any agreement to take or refrain from taking any particular course of action, except during the course of a public meeting.

III. Charge

As directed by the board, superintendent or designee, the committee shall consult and provide advice to the Board of Education and superintendent in an advisory capacity on matters pertaining to facilities. Final authority for facilities lies with the Board of Education (“board”).

IV. Function

The work of the committee shall be aligned with board priorities and available resources, including staff time. At the board’s direction, the committee may collect information, respond to important issues, review materials, and develop recommendations. It may also meet and share information, interpretations or recommendations with other committees and district administration pertaining to planning of facilities.

In implementing the charge and functions, the committee shall review items and advise the board regarding:

- A. Allocation of resources to provide adequate, safe and appropriately maintained schools.
- B. Needs of the district including proposals related to categories which may require a large expenditure of funds or may be controversial in nature.
- C. Effective utilization of facilities due to enrollment problems caused by shifting, increasing, or declining enrollment or boundary issues.

V. Meetings

- A. Regular committee meetings shall be held as scheduled during the committee’s annual organizational meeting (see section XIII).
- B. Additional meetings of the committee may be called if deemed necessary by the committee chair and staff liaison to ensure adequate time is provided to meet the committee’s charge.
- C. All meetings shall be properly agendized in accordance with these bylaws, district policies and the Ralph M. Brown Act.

Facilities Committee Bylaws

- D. Meeting locations must comply with district policy and state and federal laws including provisions of the Ralph M. Brown Act.
- E. Meetings shall be conducted using the San Juan Unified Rules of Order as detailed in the appendix of the Board of Education's Governance Handbook.

VI. Voting and Quorum

For the purpose of taking action, a quorum shall consist of a simple majority of the appointed members of the committee. No action may be taken without a quorum; however, the committee may continue to meet and consider topics without a quorum.

VII. Staff Liaison

- A. The superintendent shall appoint a senior administrative staff liaison for this committee.
- B. The staff liaison shall serve as a resource, providing information and materials to the committee, as well as feedback to district administrators from the committee.
- C. The staff liaison, or designee, shall prepare and post agendas as required for the committee as well as compile minutes of each meeting for the committee's approval.
- D. The staff liaison and other district staff serve under the direction of the superintendent, who prioritizes their time and other resources. Individual committee members shall not direct staff or contact staff to request data or other information. Such requests will come from the committee chairperson to the staff liaison, who will determine if staff resources are available and if the request aligns with the priorities of the superintendent and board.

VIII. Board Liaison

- A. One board member will serve as liaison to the committee and will be a non-voting member of the committee.
- B. The board liaison may provide a brief update at committee meetings at their discretion.
- C. The board liaison will provide clarification to the committee at their discretion as deemed appropriate.

IX. Composition

The committee shall be composed of two appointees from each member of the board.

- A. Each individual board member shall appoint committee members subject to ratification by a majority vote of the board.
- B. One appointee of each board member must reside within the trustee area of the appointing board member.
- C. Committee members may only serve on one board-appointed advisory committee.
- D. Employees who are represented by an employee group (CSEA, Confidential, Educationally Related Mental Health Worker, SJAA, SJPEC, SJTA, Supervisors, Teamsters) shall not serve as board-appointed members of the committee.

X. Selection of Members

The process for selection of community members is as follows:

- A. The staff liaison will inform the board administrative assistant of all committee vacancies.
- B. The board administrative assistant will inform the appropriate board member of vacancies.

Facilities Committee Bylaws

- C. Interested individuals will submit an application to the board administrative assistant. Applications may be submitted at any time, even if an opening is not currently available, and will be kept on file for the current school year.
- D. Each board member shall appoint two community members to the committee after reviewing their applications by notifying the board administrative assistant who shall schedule the appointment for ratification by the board.
- E. The appointment becomes effective upon ratification by majority vote of the board.

XI. Term

- A. Committee members shall serve two-year terms.
- B. A committee member may only serve up to three consecutive full terms for a total of six years. Members who are appointed to fill a vacancy may complete up to three full consecutive terms if reappointed. Board members must notify the board administrative assistant of their intent to reappoint and reappointments must be ratified by majority vote of the board.
- C. Terms will begin in August and end in July. Terms shall be staggered such that half of the committee members' terms will expire in even-numbered years and the remaining half of committee members' terms will expire in odd-numbered years.
- D. All members should be prepared to attend all regularly scheduled meetings. Two absences from regularly scheduled meetings within the academic school year will initiate a notice to the appointing board member. The appointing board member will determine whether the committee member should continue on the committee.
- E. Newly elected board members will be given the option to appoint their own committee members or continue with the current appointee. New appointments are subject to ratification by majority vote of the board.
- F. The board member who appoints a committee member may remove that committee member at any time. A new appointment may then be made, subject to ratification by majority vote of the board, by notifying the board administrative assistant.
- G. Civil and appropriate behavior are expected of all committee participants. Committee members who fail to meet the requirements of board policy 0201 and the district's volunteer code of conduct are subject to removal by majority vote of the board.
- H. Any existing committee members who become ineligible to serve upon adoption of these bylaws shall be allowed to complete the remainder of their term, subject to removal by their original appointing board member or under the terms of item F above.

XII. Vacancies

- A. The staff liaison and board administrative assistant shall collaborate to promptly identify any vacancies on the committee and ensure notification of the appropriate board member(s).
- B. The appropriate board member shall appoint a replacement member to serve the remainder of the term. If the board member fails to make an appointment within thirty (30) days after notification, the board president will serve a written reminder notice of the need to fully staff the committee to the appropriate board member.

Facilities Committee Bylaws

XIII. Organizational Meeting

The annual organizational meeting of the committee shall occur at the committee's first meeting of each academic year. The committee shall do all of the following at its organizational meeting:

- A. Establish an annual schedule of regular meetings.
- B. Review the committee bylaws and receive training on the Brown Act.
- C. Elect committee officers. (See section XIV, below.)

XIV. Elections

Elections shall be held during the committee's organizational meeting, and the committee shall:

- A. Seek nominations from all eligible committee members.
- B. With a quorum at the organizational meeting, the committee shall elect by majority vote the following officers:
 - 1. A chairperson who shall be elected for one year and be eligible for re-election for one additional term. The chairperson shall:
 - a. Preside at all meetings.
 - b. Coordinate with the staff liaison in developing each meeting's agenda.
 - c. Work with the staff liaison to ensure compliance with the Brown Act, these bylaws and all district policies and procedures.
 - d. Review a draft of meeting minutes prior to their presentation to the committee.
 - e. Prepare or delegate the preparation of the annual summary report and any committee reports.
 - f. Sign all letters, reports and other communications representing the committee.
 - g. Meet with the board liaison, staff liaison, superintendent and/or board president as needed.
 - 2. A vice chairperson who shall be elected for one year and be eligible for re-election for one additional term. The vice chairperson shall assume the duties of the chair in the chair's absence.
- C. If the committee cannot have an election or does not reach a majority decision, the board liaison shall select a chairperson to serve until the committee elects a successor.
- D. If an officer position becomes vacant, the chairperson may appoint any eligible member in good standing to fill the remaining term of the position. If both the chairperson and vice chairperson become vacant at the same time, the board liaison shall appoint officers until such time that the committee can elect new officers at a regularly scheduled meeting.
- E. Training for the chairperson and vice chairperson shall be held annually.

XV. Agendas

To provide consistency in how the public may expect to engage with district committees, the committee's agenda and minutes format will mirror that of the school board and other appointed committees.

- A. Visitor Comments
 - 1. General visitor comments regarding topics not on the agenda shall be heard prior to the regular business discussion or action items.

Facilities Committee Bylaws

2. Visitor comments related to an agenda item shall be heard after the item is presented but prior to discussion by the committee to allow for consideration of comments in the committee's discussion.
 3. Visitor comments will be limited to two minutes. Time shall be extended for those who require the use of a translator or need other communication supports.
 4. Visitors must submit a speaker card to the designated committee member or staff person at the meeting informing the committee of their interest to speak.
- B. Agenda Items
1. Agenda item requests from committee members shall be forwarded to the committee chairperson and staff liaison. If the chairperson and staff liaison jointly determine that the topic meets the charge of the committee, is aligned with current board priorities and staff resources are available, the item shall be placed on a future agenda. The superintendent or superintendent's designee may also place an item on the committee agenda in preparation for a future board discussion.
 2. If the chairperson and staff liaison are not in agreement that a requested agenda item meets the charge of the committee, is aligned with current board priorities, or can be met with available staff resources, the question may be appealed to the superintendent who shall make a final determination.
 3. To determine if a majority of the board would like committee input on a specific topic, the committee may, after majority vote, request that the board liaison present the topic to the board president and superintendent. At the discretion of the board president and superintendent, the item may be placed on a board agenda for discussion. A majority of the board, through action or consent, may or may not refer the topic back to the committee for further research and discussion.
- C. Posting Requirements
1. Agendas for regular meetings must be posted to the committee's webpage at least 72 hours prior to the meeting.
 2. Agendas for emergency meetings must be posted at least 24 hours prior to the meeting on the committee's webpage.
 3. Members of the public who require agendas in an alternative format may request accommodations through the committee's staff liaison.
- XVI. Annual and Board Reports
- A. The committee chairperson will prepare an annual summary report for the board no later than June 15 of each year.
 1. The report will compare committee activities and products with its charge and function.
 2. The report should be concise and no more than one to two letter size pages.
 3. The report will outline work in progress, unforeseen issues and provide a summary of input and feedback collected by and generated from the committee.
 - B. The committee chairperson may provide update reports to the board on topics and business directly related to the committee's work.
 1. Written updates may be delivered to board members via email.

Facilities Committee Bylaws

2. Time is provided on each regular agenda of the Board of Education for board-appointed and other district committees to provide updates. Because the specific committees and topics provided under this agenda item are not agendized in advance for public consideration, updates provided should be brief in nature and for the purpose of informing members of the board. If a topic requires or would benefit from significant board discussion or public participation it must be agendized as a business item on the board agenda and should not be presented as a committee update report. As a courtesy, the committee chair should notify the staff liaison of their intent to provide an update at a board meeting no later than noon on the day of the meeting.

XVII. Budget

The board will determine the budget, which will cover the operating costs of all board advisory committees.

XVIII. Amendments

As the authorizing and appointing body, the Board of Education must approve changes to the committee bylaws. Amendments can be made in one of two ways:

- A. A majority of the committee, at a scheduled and agendized committee meeting, may vote to recommend changes. The staff liaison will present changes supported by a majority vote to the superintendent, or designee, for consideration and recommendation to the board.
- B. District staff may propose revisions to align the bylaws with Board of Education interests, current practices or changes to legal requirements when necessary. Such recommendations will be presented to the committee for input and feedback prior to being placed on the board agenda for consideration.

12/06/94	Approved by the Facilities/Transportation/Finance Committee
12/13/94	Approved by the Board of Education
03/24/98	Revised/Approved by the Board of Education
03/05/12	Revised/Adopted by FT & F
10/09/12	Revised/Approved by the Board of Education
06/23/15	Revised/Approved by the Board of Education
06/27/17	Revised/Approved by the Board of Education
08/28/18	Revised/Approved by the Board of Education
03/28/23	Revised/Approved by the Board of Education



San Juan Unified
SCHOOL DISTRICT | Legal Services

UNDERSTANDING THE BROWN ACT

Presented to the
Facilities Committee
September 2, 2025

Fhanysha Gaddis
General Counsel - San Juan Unified
School District

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San Juan Unified
SCHOOL DISTRICT | Legal Services

Agenda

- Telephone.
- What is the intent/purpose of the Brown Act?
- Who is subject to the Brown Act?
- What does the Brown Act require legislative bodies to do?
- How is the Board of Education impacted by Brown Act?
- How board members can use social media in accordance with Brown Act?
- Handling Disruptive Behavior, Interruption and Threats.
- Consequences of Brown Act Violations.

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Telephone

Person A – Person B
Person B – Person C
Person C – Person D
Person D – Person E
Person E – Person F
Person F – Person G



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Intent And Purpose Of The Brown Act

- Definition.
- Who is Ralph M. Brown?
- CA Constitution (codified).
- Right of the People.

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Intent of the Brown Act

- To keep the public informed of the actions, debates, and views of locally elected representatives.
- To provide the procedural framework for local legislators to meet, debate, act, and listen collectively to their constituents.
- Found in Government Code sections 54950 through 54963.
- The intent is to ensure:
 - deliberations and actions of a local agency legislative body are **open and public**,
 - meaningful **public access to local government decisions**, and
 - the public is **fully informed** and able to participate in decisions involving the public agency. (Government Code section 54950)

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Open and Public



Ralph M. Brown 1959

Photo courtesy: The Modesto Bee

"The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know."
California Government Code §54950

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Open Meetings – California Constitution

“The people have the right of access to information concerning the conduct of the people’s business, and, therefore the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny. A statute, court rule, or other authority . . . shall be broadly construed if it furthers the people’s right of access, and narrowly construed if it limits the right of access.”

California Constitution, Article 1, section 3

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Rights of the Public

- Right to be notified of items on agenda.
- Right to attend without identifying oneself.
- Right to record the meeting.
- Right to speak before or during consideration of an item.
- Right to see committee materials.
- Right to say anything, even if unrelated to agency business.



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Who Is Subject To The Brown Act?

- Legislative bodies
 - Legislative bodies/local government, **including anyone who has been elected but has not yet assumed office.**
- Committees (roles/conduct)
 - Committees and subordinate bodies (created by formal action of the Board of Education).
 - Note: ad hoc committees are **not** subject to the Brown Act

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What Does The Brown Act Require Legislative Bodies To Do?

Create a T.E.A.M for Public Participation:

T: Transparency – Conduct all meetings openly and publicly to provide full access to the decision-making process.

E: Engage the Public – Facilitate public participation by allowing attendance and input on agenda items, ensuring inclusivity.

A: Agenda Compliance – Post and distribute agendas in advance, listing all topics for discussion or action.

M: Meet Properly – Prevent serial or private meetings among a majority of members, and maintain order during meetings to comply with legal requirements.

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Facilities Committee Roles And Conduct

- Committee members have collective, not individual authority.
- No individual board member has authority other than as conferred by a majority of the Committee.
- Committee bylaws
- Subject to the Brown Act
 - Note: LCAP Parent Advisory Committee is subject to the Greene Act

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What Does The Brown Act Require The Facilities Committee To Do?

- Meetings must be held on a regular schedule,
- Meetings be conducted in public,
- Meetings be conducted with an agenda available in advance of the meeting,
- Meeting agendas must be posted on the District's website and made available upon request in appropriate alternative formats to persons with disabilities.
- All persons must be permitted to attend and participate in meetings, **and**
- Actions and deliberations must be taken openly, in public.

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How Is The Facilities Committee Impacted By Brown Act?

- Meeting requirements
 - During and post-pandemic
 - Serial meetings
- Agenda

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What Constitutes A Meeting?

- Any congregation of a majority of the members of the legislative body at the same time and place (including teleconference locations) to hear, discuss or deliberate on any matters within its jurisdiction.
- There need not be action taken or planned, for a “meeting” to occur. (Government Code section 54952.2)

What this means: A majority may not consult outside an agency-convened meeting.

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Meetings – Location, Logistics

- All meetings must be open and public.
- Meeting place must be accessible to public—nondiscriminatory, accessible to disabled, no payment or purchase required.
- Meeting place must be within agency boundaries, with limited exceptions:
 - To comply with court order or attend a judicial proceeding;
 - To inspect real or personal property which cannot be brought within bounds of agency;
 - To meet with state or federal elected or appointed officials, when a local meeting impractical;
 - To participate in meetings of multi-agency significance.

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What Is Not A Meeting?

The definition of meeting excludes:

- Appearance of a Committee majority at a general conference open to the public, involving a discussion of broad issues and attended by a broad spectrum of officials from a variety of governmental agencies.
- Attendance at open and publicized meetings, organized to address a topic of local concern by a person or organization other than the local agency.
- Individual contacts and conversations.
- Social or ceremonial occasions.
- Attendance by a majority at open and noticed meetings of another body of the same local agency or any other agency.
- If a quorum (a simple majority) doesn't appear, there is no meeting under the Brown Act, and no action can be taken.

For these exclusions to apply, committee members shall not discuss topics within the subject matter of the Committee "other than as part of the scheduled program."

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Is This An Improper Meeting?

Example 1:

The Board of Education approves the establishment of a Facilities Committee, composed of three trustees, to review options for a new elementary school site. Two trustees email back and forth about preferred locations and begin to form a consensus, then forward their exchange to the third trustee, who adds comments.



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Is This An Improper Meeting?

Example 2:

The same Facilities Committee attends a statewide conference on school construction financing. While all three trustees are present at the same conference session, they do not discuss district business or deliberate about their committee's work among themselves.



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Is This An Improper Meeting?

Example 3:

All members of a Board-approved Budget Advisory Committee are invited to a community holiday party. While at the event, three of the five members (a majority) happen to sit together and begin casually discussing district budget priorities for the coming year.



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Is This An Improper Meeting?

Example 4:

The Board approves the establishment of a Curriculum Committee, consisting of three trustees. The Superintendent arranges an informational tour of the classrooms for the three trustees, during which staff present on the curriculum adoption processes. The trustees ask clarifying questions, but they do not deliberate among themselves or express opinions to each other.



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Remote Meetings

Two Options

1. Traditional teleconference requirements
2. State of Emergency pursuant to Government Code section 54953

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Traditional Teleconference Requirements

- The teleconference location must be **open and accessible to the public.**
- The agenda shall **identify** all locations, including the teleconference location(s).
- The **agenda must be posted at all locations**, including the teleconference location(s) at the proper time before the meeting.
 - The agenda should indicate how/if the meeting will proceed if technical problems prevent teleconferencing.
- The agenda shall provide for **public comment at all locations**, including the teleconference location.
- A majority of the board must be **within the boundaries of the District**, even if participating by teleconference.
- All votes during a **teleconference meeting shall be by roll call.**

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Remote Meetings (State of Emergency) Government Code Section 54953

When a state of emergency is in effect, local agencies may hold fully remote (teleconferenced) meetings without adhering to Brown Act's traditional teleconference requirements. Specifically, they do not need to post agendas at every remote location or ensure each is publicly accessible. This flexibility applies if either state or local officials have imposed or recommended social distancing measures, or if the body determines by majority vote that in-person meetings pose imminent risks to health or safety. Importantly, the agency must regularly renew this authority — typically every 45 days under today's rules — confirming that emergency conditions persist.

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Brown Act: Meeting Revisited

A meeting can occur no matter how inadvertent or informal the congregation of a majority of the board.

A majority of board members shall not, outside a meeting:

- use a series of communications of any kind,
- directly or through intermediaries,
- to hear,
- discuss, or
- deliberate business that is within the subject matter jurisdiction of the committee.

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Brown Act: Serial Meetings

Serial meetings

- “[A] serial meeting is a series of communications, each of which involves less than a quorum of the legislative body, but which taken as a whole involves a majority of the body’s members.” (Attorney General’s Brown Act Handbook)
- A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body. (Government Code section 54952.2)
 - Includes communications through telephone, electronic mail, facsimile, internet, communication through an intermediary
- Common Serial Meeting Scenarios
 - Email/text messages in which a majority of board members is copied
 - Consecutive conversations through an intermediary to poll the board
 - Telephone conference calls involving a majority of the board
 - Zoom/Teams and blogs

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Committee Meeting Agenda

Agenda Items

- A meeting opening.
- A statement triggering roll call and ensure the board has a quorum present at the meeting.
- For regular meetings, an opportunity for the public to address the Facilities Committee on matters within its jurisdiction which are not on the agenda.
- Descriptions of all items to be discussed.
- An opportunity for public to address Facilities Committee prior to, or during, consideration of any agenda item.
- A statement of adjournment.

Non-Agenda Items

- No action or discussion shall be undertaken on any item not appearing on the posted agenda.
- Without taking action, board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.
- May ask a question for clarification.
- Committee members may make a brief announcement, or brief report on own activities.

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How Committee Members Can Use Social Media in Accordance with Brown Act

Social Media Prohibitions

A committee member shall not respond directly to any communication regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member.

Majority may not use social media to discuss among themselves business of a specific nature that is within the subject matter of the Committee. 'Discuss among themselves' means communications made, posted, or shared on an internet-based social media platform between members of a legislative body, including comments or use of digital icons that express reactions to communications made by other members of the legislative body. (Government Code section 54952.2)

Includes communications made, posted, or shared between members of the board, including comments or use of digital icons that express reaction to communications made by other members of the committee (e.g., emoji, like, etc.).

What is allowed on Social Media (that is open and accessible to the public):

- Answering questions
- Providing information
- Soliciting information from the public

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Social Media Takeaways:

Committee members may use internet-based social media platforms open and accessible to the public to engage in separate conversations or communications to:

- Answer questions from the public.
- Provide information to the public.
- Solicit information from the public.

Committee members may use social media unrelated to board business.

Committee members may not directly respond to any communication "made, posted, or shared by" another board member regarding committee business.

Committee members must avoid otherwise permissible use of social media which results in a discussion between majority of board members regarding business of a specific nature.

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Handling Disruptive Behavior, Interruptions, Interruptions, And Threats

Disruption, Interruption, Threats

Facilities Committee president shall not permit any disturbance or willful interruption of board meetings.

Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds to terminate the privilege of addressing the board.

Clearing the Room (Government Code section 54957.9); Removal for not ceasing disruptive behavior. (Government Code section 54957.95)

Prior to removal, the individual shall be **warned** that their behavior is disrupting the meeting and that failure to cease the disruptive behavior may result in removal. If, after being warned, the individual does not promptly cease the disruptive behavior, the Committee president, or designee, may have the individual removed from the meeting. (Government Code section 54957.95)

When an individual's behavior constitutes **the use of force or a true threat of force**, the individual shall be removed from a Committee meeting **without a warning**. (Government Code section 54957.95)

The Facilities Committee may order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals 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 section 54957.9)

When disruptive conduct occurs, the board may decide to recess the meeting to help restore order, or if removing the disruptive individual(s) or clearing the room is infeasible, move the meeting to another location. The board may direct the superintendent or designee to contact local law enforcement as necessary.

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Consequences For Brown Act Violations

- Violations of the meeting notice and agenda provisions:
 - May cause a **Facilities Committee action to be null and void** if judgment is found against the District/committee.
 - Any interested party or the Sacramento County District Attorney must demand in writing that the committee **"cure or correct"** the alleged violation prior to action being commenced.
- Any committee member who attends a board meeting where action is taken in violation of any provision of the Act, and where the member intends to **deprive the public of information to which the member knows or has reason to know the public is entitled**, is guilty of a **misdemeanor**. (Government Code section 54959)

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Q&A



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San Juan Unified School District Facilities Committee

Frank Cockrell

Tina Cooper

Ashley Freer

Jodi Mulligan-Pfile

Melinda Avey

Josh Alvarado

Anna Stellmacher

Peter McKane

Murad "Moe" Sarama

Steve Ward

Zachary Morton

Paul Roy

Vacant

Vacant

We commit to:

- Being responsive to the needs of students
- Conducting meetings that are: Effective, Efficient and Decisive
- Focusing on solving problems
- Working together through the committee chair
- Recognizing the committee's role as a recommending body
- Differentiating between fact and opinion
- Clearly defining and agreeing upon mission
- Members having open minds and being creative
- Abide by Brown Act concept and principles
- Being responsive to the direction of the Board as a whole
- Members being polite, respectful, and supportive of other's time and opinions

MINUTES

Tuesday, May 6, 2025

Katherine Johnson Middle School Library - 6:30 p.m.

I. CALL TO ORDER – 6:30 p.m.

The meeting was called to order by Mr. Cockrell at 6:38 p.m.

II. VISITOR COMMENTS*

There were no visitor comments.

III. BUSINESS ITEMS

1. Site Tour

(Camarda)

Mr. Camarda gave committee members a tour of Katherine Johnson Middle School.

2. Approval of the Minutes – March 4, 2025 – A

(Cockrell)

(Materials provided, pages 2-4)

As so moved by Ms. Avey; seconded by Ms. Stellmacher. The vote passed unanimously.

3. Board Member Report - R

(Perez)

Mr. Perez had nothing to report.

4. Chair Report – R

(Cockrell)

Mr. Cockrell had nothing to report.

A = Action; R = Report; D = Discussion

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5. Staff Report – R

(Camarda)

Mr. Camarda reported that the Facilities Master Plan is going live in June of this year; the link will be shared with committee members once available. Other upcoming projects include San Juan High School science modification, Sylvan Middle School gymnasium and parking improvements, Ralph Richardson Center and Laurel Ruff Transitional School will be modified soon as well.

6. Update on Outreach for Potential Cell Tower at Rio Aermicano High School – R

(Camarda)

(Materials provided, pages 4-8)

Mr. Camarda reported that a community outreach meeting will be held via Zoom on May 15th, 2025, in partnership with Public Safety Towers Company to provide an opportunity for input from neighbors and community members. A notice has been shared with the immediate neighbors of Rio Americano High School, as well as posted online. In attendance will be field experts in public safety technology and electromagnetic safety.

7. Lease Agreement for Potential Cell Tower at Rio Americano High School, Western Fire Chiefs Association – D/A

(Camarda)

(Materials provided, pages 9-48)

Committee members were provided with a copy of the lease agreement for the potential cell tower at Rio Americano High School for discussion and review. Mr. Camarda went over some areas of interest, i.e., renewal terms, subleasing, sign on bonuses, project management, termination and indemnification.

Committee members asked questions and made comments which Mr. Camarda addressed.

8. Bond Project Update Presentation – R

(Arps)

(Materials provided, pages 49-57)

Nicholas Arps, Director of Facilities, Construction and Modernization, gave the committee a presentation on bond project updates. Mr. Arps discussed the old facilities process versus the new facilities process we will have now thanks to the Facility Master Plan update project. Some highlights of the presentation included Earl Legette Elementary School new construction and modification, Mesa Verde High School stadium project, Mariemont Elementary School modification, and the San Juan High School science modification and stadium project.

IV. ADJOURNMENT – 8:00 p.m.

There being no further business or discussion, the meeting was adjourned by Mr. Cockrell at 8:31 p.m.

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Facilities Committee Attendance Summary 2025-2026

Committee Members (Initials: board members)	09-02-2025	10-07-2025	11-04-2025	12-02-2025	01-06-2026	02-03-2026	03-03-2026	04-07-2026	05-05-2026	06-02-2026
Melinda Avey (PC)										
Tina Cooper (PC)										
Steve Ward (NB)										
Saul Hernandez (NB)										
Frank Cockrell (ZC)										
Jodi Mulligan-Pfile (ZC)										
Zachary Morton (BA)										
Paul Roy (TK)										
Josh Alvarado (TK)										
<i>Vacant</i>										
<i>Vacant</i>										
<i>Vacant</i>										
<i>Vacant</i>										
<i>Vacant</i>										

Board of Education /Appointees (Term Expires)

Pam Costa (12/28)	<i>Tina Cooper (07/27)</i>	<i>Vacant</i> -
Nick Bloise (12/28)	<i>Steve Ward (07/26)</i>	<i>Saul Hernandez (07/27)</i>
Abid Stanekzai (12/28)	<i>Vacant</i> -	<i>Vacant</i> -
Zima Creason (12/26)	<i>Frank Cockrell (07/26)</i>	<i>Jodi Mulligan-Pfile (07/27)</i>
Ben Avey (12/26)	<i>Zachary Morton (07/26)</i>	<i>Vacant</i> -
Manny Perez (12/26)	<i>Vacant</i> -	<i>Vacant</i> -
Tanya Kravchuk (12/26)	<i>Paul Roy (07/26)</i>	<i>Josh Alvarado (07/27)</i>

*Chair

**Assistant Chair

cb 8/29/2025 12:21:55 PM

**SAN JUAN UNIFIED SCHOOL DISTRICT
TENTATIVE BOARD AGENDA ITEMS
2025-2026**

K
08/26/2025

SEPTEMBER 9

Meet and Greet (before board meeting)

Recognition: 2026 Certificated Employees of the Year – A	Thigpen
Summer Learning Update – R	Schnepf/Townsend-Snider
San Juan Education Foundation Update – R	Allen
2024-2025 Unaudited Actuals and 2025-2026 Revised Budget – A	Ryan
CSBA Directors-at-Large Nominations – D/A	Board
*Revisions to Board Policy 6146.1 High School Graduation Requirements – A [Discussed 08/26/25]	Schnepf
*Revisions to Board Policy 5113 Absences and Excuses – A [Discussed 08/26/25]	Oaxaca
*New Board Policy 5113.1 Chronic Absence and Truancy – A [Discussed 08/26/25]	Oaxaca
*Revisions to Board Policy 5144 Discipline – A [Discussed 08/26/25]	Oaxaca
*Revisions to Board Policy 5144.1 Suspension and Expulsion – A [Discussed 08/26/25]	Oaxaca
*CIF Superintendent Designation of Representatives 2025-2026 – A	Schnepf
*Resolution: GANN Limit – A	Ryan
*Proposition 28 Annual Report – A	Dale
*Choices Charter School Proposition 28 Annual Report – A	Oaxaca
*Choices Charter School High School Scholarships – A	Oaxaca

SEPTEMBER 23

Recognition: Week of the School Administrator (Oct. 12-18) – A	Thigpen
Literacy Update – R	Townsend-Snider
Literacy Resolution – D	Townsend-Snider
Attendance Improvement Initiative Update – R	Oaxaca
Public Hearing/Resolution: Sufficiency of Textbooks and Instructional Materials – A	Dale

SEPTEMBER 27 (special meeting)

California School Boards Association Workshop: Board Self-Evaluation	Board
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OCTOBER 14

College and Career Readiness – R	Schnepf
Literacy Resolution – A [Discussed 09/23/25]	Townsend-Snider
Variable Term Waivers – A	Thigpen
Assignment of Teachers Outside Regular Base Credential – A	Thigpen
Provisional Internship Permits – A	Thigpen
Williams Complaint Report – R	Gaddis

OCTOBER 28

Recognition: National School Psychology Week (Nov. 3-7) – A	Dale
2024-2025 End of Year Data Summary – R	Dale
*Consolidated Application, Spring Report 2024-2025 – A	Oaxaca

NOVEMBER 18 (3rd Tuesday)

Universal Prekindergarten (UPK) Update – R	Townsend-Snider
2025-26 Meal Price Increases – A	Camarda
Legislative Priorities for 2026-2027 – D/A	Allen
Set Annual Organizational Meeting – A	Board
*Resolution: CSPP & CCTR Continued Funding Application Designated Personnel 2026-2027 – A	Townsend-Snider

DECEMBER 16 (3rd Tuesday)

Annual Organizational Meeting – A	Board
2024-2025 Audit Report – A	Ryan
2025-2026 First Interim & Budget/Financial Status Report – A	Ryan
Cellphone Policy Progress Update – R	Allen
*Minimum Wage Increase (Short Term, Temporary) – A	Thigpen

JANUARY 13

Multilingual Learner Program Update – R	Oaxaca
The Brown Act – D	Gaddis
Annual Policy Review – D	Gaddis
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement	
Williams Complaint Report – R	Gaddis
Governance Handbook Annual Update – D	Allen

JANUARY 27

Recognition: 2026 Classified Employees of the Year – A	Thigpen
Recognition: National School Counseling Week (Feb. 1-6) – A	Schneppe
Maintenance Update – R	Camarda
*Annual Policy Review – A [Discussed 01/13/25]	Gaddis
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement	
*School Accountability Report Cards (SARCs) – A	Dale
*LCAP Federal Addendum Annual Revision – A	Oaxaca
*Continued Funding Application CSPP & CCTR – A	Townsend-Snider
*Early Head Start/Head Start Budget Mod/Carryover Funds – A	Townsend-Snider
*Governance Handbook Annual Update – A [Discussed 01/13/25]	Allen
*CTE 2025 Advisory Committee Roster – A	Schneppe

FEBRUARY 10

Recognition: National School Social Work Week (Mar. 1-7) – A	Oaxaca
Mid-Year LCAP Update 2025-2026 – R	Oaxaca
Choices Charter School Mid-Year LCAP Update 2025-2026 – R	Oaxaca
*Resolution: Federal Surplus Property Participation Renewal – A	Ryan

FEBRUARY 24

Recognition: Arts Education Month (March) – A	Dale
Arts Education and Proposition 28 Update – R	Dale
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – D	Thigpen
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated ECE) – D	Thigpen
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – D	Thigpen
Notice of Intent to Reduce Classified Positions – D	Thigpen
2026 CSBA Delegate Assembly Election – A	Board

MARCH 10

New High School Courses – D	Dale
Second Interim Budget Report – R	Ryan
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – A [Discussed 02/24/26]	Thigpen
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated ECE) – A [Discussed 02/24/26]	Thigpen
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – A [Discussed 02/24/26]	Thigpen

Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/24/26]	Thigpen
*Head Start and Early Head Start Grant Application 2026-2027 – A	Townsend-Snider
*Audit Reports for Measures J, N, P and S – A	Ryan
*Resolution: District School Board Election Order – A	Board
 MARCH 24	
Recognition: Week of the Young Child (Apr. 4-10) – A	Townsend-Snider
Recognition: School Library Month (April) – A	Dale
Bond Project Update – R	Camarda
Technology Update – R	Skibitzki
*New High School Courses – A [Discussed 03/10/26]	Schnepf
 APRIL 14	
Recognition: School Bus Driver Appreciation Day (Apr. 28) – A	Thigpen
Instructional Materials Adoptions – D	Dale
Strategic Plan Update – R	Allen
Proposed Board Meeting Dates for 2026-2027 – A	Board
 APRIL 28	
Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 6) – A	Oaxaca
Recognition: California Day of the Teacher (May 6) – A	Thigpen
Instructional Technology – R	Dale
Citrus Heights Schools Update – R	Townsend-Snider
Williams Complaint Report – R	Gaddis
*Instructional Materials Adoptions – A [Discussed 04/14/26]	Schnepf
 MAY 12	
Recognition: Classified School Employee Week (May 17-23) – A	Thigpen
Recognition: National Speech Pathologist Day (May 18) – A	Dale
San Juan Youth Voice Advocates – R	Oaxaca
Hearing Officer’s Recommendation-2026 RIF (if applicable) – A	Gaddis
*Approval of CTE 2026 Advisory Committee Roster – A	Schnepf
*Head Start/Early Head Start COLA Funding Allocation 2026-2027 – A	Townsend-Snider
*Head Start/Early Head Start SETA Grant Resolution 2026-2027 – A	Townsend-Snider
*Adult Education Course Approval – A	Schnepf
 MAY 26	
Recognition: National Science Bowl (if applicable) – A	Schnepf
Recognition: Science Olympiad (if applicable) – A	Schnepf
Recognition: Academic Decathlon (if applicable) – A	Schnepf
District TK-12 Mathematics Update – R	Dale
Restorative Practices/Student Discipline – R	Oaxaca
Public Hearing: SELPA Local Plan Annual Update – A	Dale
*Facility Lease Amendments – A	Camarda
 JUNE 9	
Public Hearing: LCAP – D	Oaxaca
Public Hearing: LCAP/Choices Charter School – D	Oaxaca
Public Hearing: Adoption of the 2026-2027 Budget – D	Ryan
Temporary Interfund Borrowing of Cash – A	Ryan
*CIF Superintendent Designation of Representatives 2026-2027 – A	Schnepf
*ECE Program Self-Evaluation for CDE – A	Townsend-Snider
 JUNE 23	
California School Dashboard Local Indicators – R	Oaxaca

LCAP – A [Public Hearing 06/09/26]	Oaxaca
Choices Charter School California School Dashboard Local Indicators – R	Oaxaca
LCAP Choices Charter School – A [Public Hearing 06/09/26]	Oaxaca
Adoption of the 2026-2027 Budget – A [Public Hearing 06/09/26]	Ryan
*2025-2026 Actuarial Report OPEB – A	Ryan
*Charter School 2024-2025 Audit Reports (AAT, CMP, GIS, GV, OFY, VIE) – A	Ryan
*School Plan for Student Achievement (SPSA) – A	Oaxaca

D=discussion; A=action; *=consent; R=report; PC=public comment