

RANCHO SANTA FE SCHOOL DISTRICT

Board Bylaw No. 9001: REGULAR MEETINGS OF THE BOARD

- A. Unless otherwise designated herein, regular meetings of the Board shall be held on Tuesdays. The regular meetings for 2025 shall be as follows:
- Tuesday, January 14, 2025, 4:00 p.m.
 - Tuesday, February 18, 2025, 4:00 p.m.
 - Tuesday, March 4, 2025, 4:00 p.m.
 - Tuesday, April 8, 2025, 4:00 p.m.
 - Tuesday, May 13, 2025, 4:00 p.m.
 - Tuesday, June 10, 2025, 1:00 p.m.
 - Tuesday, June 17, 2025, 1:00 p.m.
 - Tuesday, July 22, 2025, 1:00 p.m.
 - Tuesday, August 12, 2025, 4:00 p.m.
 - Tuesday, September 9, 2025, 4:00 p.m.
 - Tuesday, October 14, 4:00 p.m.
 - Tuesday, November 18, 2025, 4:00 p.m.
 - Tuesday, December 9, 2025, 4:00 p.m.
- B. The Superintendent shall prepare the agenda for every regular meeting of the Board except that any Board member may place an item on the agenda by written notification to the Superintendent at least seven (7) calendar days before any regular meeting.
- C. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. section 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.
- D. At least seventy-two hours before a regular meeting, the Superintendent shall post the agenda for the regular meeting which shall contain a brief general description of each item to be transacted or discussed at the regular meeting including items to be discussed in closed session. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the District's website. No action shall be taken on any item not appearing on the posted agenda except as authorized by applicable law.
- E. Members of the public may request that a copy of the agenda of any meeting and/or a copy of all the documents constituting the agenda packet which are not privileged be mailed to that person. The District shall email a copy of, or a website link to, the agenda or a copy of all the unprivileged documents constituting the agenda packet if

the person requests that the item or items be delivered by email. If requested, the agenda and unprivileged materials in the agenda packet shall be made available in appropriate alternative formats to persons with a disability as required by Section 202 of the Americans with Disabilities Act of 1990. Upon receipt of a written request to the Superintendent, the requested materials will be mailed at the time the agenda is posted or at the time of distribution to all or a majority of the members of the Board, whichever occurs first. Any request for mailed copies of agendas or agenda packets shall be valid during the calendar year in which the request is filed and such request must be renewed following January 1 of each year. In the event the member of the public does not elect email delivery, the District will charge .25 cents a page in addition to the cost of mailing the materials to provide this service.

- F. If a writing that is a public record relates to an agenda item for an open session of a regular meeting of the Board is distributed to the Board less than 72 hours prior to the meeting, the writing shall be made available for public inspection in the District office at the time it is distributed to all, or a majority of all, of the members of the Board. The address of this office or location shall be placed on the agendas for all meetings.
- G. The District shall not be required to comply with Paragraph F for a writing if all of the following conditions are met:
 - 1. An initial staff report or similar document containing an executive summary and the staff recommendation, if any, relating to the agenda item is made available for public inspection at the District office at least 72 hours before the meeting;
 - 2. The District immediately posts the writing on the District website in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming Board meeting;
 - 3. The District website is listed on the agenda; and
 - 4. The District makes physical copies of the writing available for public inspection, beginning the next regular business at the District office, which must be at least 24 hours before the Board meeting.
- H. Public records distributed during a public meeting by the District shall be made available for public inspection at the meeting if prepared by the District or a member of the Board, or after the meeting if prepared by some other person.
- I. The writings described in Paragraphs F and H shall be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990, and the federal rules and regulations adopted in implementation thereof.

Legal Reference: 42 U.S.C. section 12132
Education Code sections 35140, 35141, 35142
Government Code sections 54953.2, 54954, 54954.1, 54954.2, 54954.5, 54957.5

Date Bylaw Adopted By The Board: September 6, 1990
Dates Bylaw Revised By The Board: March 20, 2002, August 18, 2004, June 5, 2008, March 1,
2012, April 2, 2013, February 5, 2014, February 5, 2015, March 10, 2016, December 13, 2016,
December 14, 2017, December 13, 2018, January 14, 2021, October 14, 2022, August 3, 2023,
December 14, 2023.