

# Welcome to a Board Meeting of the Tulare City School District

The purpose of this information sheet is to show you how your School Board is structured and how it operates. Popular control of public education is one of the cornerstones of a free society. The people exercise that control through their Board of Education. In order that you may take a more active part in deliberations and operations, this brochure will explain how you can bring matters of concern to the attention of the Board. We hope this introduction will be just the starting point for your long participation in Board and school activities.

## **BOARD MEMBERS**

The Board is composed of five citizens to serve terms of four years each. Based on Board adoption on September 13, 2011, Board members will be elected by trustee areas beginning with the November 2012 election. Vacancies may be filled by appointment for the unexpired portion of the four-year term. Expiration of Board members' terms are shown in parenthesis.

### **Elementary School Board Members are:**

<i>Melissa Janes, President (Area 3) ..... (2020)</i>
<i>Irene Henderson, Vice President (Area 1).... (2022)</i>
<i>Daniel Enriquez, Clerk (Area 2)..... (2020)</i>
<i>Teresa Garcia, Member (Area 5) ..... (2020)</i>
<i>Willard Epps, Member (Area 4)..... (2022)</i>

## **SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools is appointed by the Board and acts as its executive officer in administering policies in the operation of the schools. He/She also acts as advisor in keeping the Board informed of the needs and programs of the schools. The Superintendent is available to the Board as a professional resource, and his/her recommendations normally precede any board action on questions relating to recruitment and supervision of professional staff, selection of textbooks and instructional materials, development of curriculum, school plant planning and fiscal affairs.

## **DISABILITY RELATED ACCOMMODATIONS**

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee, in writing, at least two days prior to a scheduled meeting.

## **BOARD MEETINGS**

Board meetings are held in the District Office Board Room at 600 N. Cherry unless otherwise designated. Regular meetings of the Elementary Board of Trustees are held on the second and fourth Tuesdays at 6:00 p.m.

Occasionally, a holiday or other special needs will cause this schedule to be altered. In such a case, or in the case of a special meeting, public notice is made at least 24 hours in advance of the change of date and posted at a place where parents, teachers, and all those interested may see it.

### **A BOARD MEETING**

Meetings of the Board of Trustees follow an agenda:

1. Call to order, Roll Call, Pledge of Allegiance, Approval of Agenda, and Approval of Minutes
2. Correspondence
3. Consent Calendar
4. New Business Items
5. Old Business Items
6. Other Business
7. Public Comment Period
8. Expenditures
9. Recognition of Visitors
10. Personnel Report
11. Adjournment

### **HOW TO PLACE ITEMS ON THE AGENDA**

Any individual or representative of a group who wishes to address the Board must submit a written request to the Superintendent not later than two weeks prior to the Board meeting, indicating the subject of his/her remarks. Items submitted less than two weeks prior may be postponed to a later meeting in order to allow sufficient time for consideration and research of the item. An agenda may include no more than two items submitted by the public.

### **TO SPEAK TO AN ITEM ON THE AGENDA**

Request recognition by the presiding officer.

1. State the subject to which you wish to speak.
2. If a microphone is provided, please speak into it.
3. Comments shall be pertinent to the agenda item being discussed.
4. Comments shall be limited to a maximum of three (3) minutes per individual.
5. A cumulative maximum of fifteen (15) minutes per agenda item will be allotted for citizen input.

### **TO SPEAK TO AN ITEM NOT ON THE AGENDA**

1. Request to be recognized during the Public Comment section of the agenda.
2. Comments shall be pertinent to the subject being discussed.
3. A maximum of three (3) minutes will be allotted to each individual wishing to speak.
4. A cumulative maximum of fifteen (15) minutes shall be allotted for each subject being discussed.
5. No action will be taken by the Board on items not on the agenda. If action is desired, the subject will be placed on the agenda in the manner described in this brochure.

***THE BOARD CHAIRPERSON MAY GRANT ADDITIONAL TIME WHENEVER HE/SHE DEEMS SUCH ACTION TO BE APPROPRIATE.***