



Standard Operating Procedure Process and Deadlines for Submitting Items to SFUSD Board Agendas

Date Issued: October 17, 2022 (effective for January 24, 2023 Meeting)

Date Revised: n/a

Issued By: Board Office

References:

- Board Governance Priorities Calendar ([Board Approved Calendar with deadlines](#))
- Board Rule and Procedure 9322, Agenda/Meeting Materials
- Government Code Section 54950 *et seq.* (the “Brown Act”)

Purpose: On September 6, 2022, the District adopted revised governance rules and procedures. These procedures included BRP 9322, which established an expedited timeline for publishing a draft board agenda and providing an opportunity for commissioners to request additional information on board items in advance of the agenda becoming finalized.

This Memo describes the new process for publishing the board agenda and the new deadlines that will be **in effect for the January 24, 2023** meetings. We plan to stagger the rollout of using the 12-day new timeline, and apply it only to business meetings right now.

Key Changes to Current Rules and Process:

- ❖ Moving from two regular board meetings for most months to **one meeting per month**
- ❖ Items due to the Board agenda **2 weeks in advance**
- ❖ Board and public will **see the draft agenda 12 days in advance**
- ❖ Board will have an **opportunity to ask questions about agenda items in advance** and to identify matters that should be moved from Consent to Action
- ❖ Staff will need to respond to board questions **on a predictable but tight timeline**

Staff To Do:

- ❖ **Read this SOP**
- ❖ **Subscribe to [Board Office calendar](#)** and add deadlines to your own calendar using the google options feature



- ❖ **Review critical deadlines** with staff who are responsible for submitting your department's agenda items
- ❖ **Block time in your calendar** to respond to Board questions on agenda items for which you are responsible. *Note: these timelines are tight and extensions will not be granted.*

New Process and Timeline for Publishing the Board Agenda (who does what when):

Process Set Up (Board Office) - completed by November 1

(delete this section once completed)

- ☐ Create a new email account and google calendar to issue communications to and from the Board and commissioners/staff regarding agenda matters
- ☐ Ensure all communications on board agenda items will come from generic email/account
- ☐ Create a Board meeting calendar in google that includes meeting dates and all deadlines for each meeting
- ☐ Share the board meeting calendar with Cabinet and open to anyone with an sfusd gmail account so that Department Heads can share with staff who are responsible for submitting items to boarddocs
- ☐ Check the deadlines against District holidays and move deadlines back to avoid conflicts
- ☐ Create a survey template and test it
- ☐ Revise board webpage to describe draft agenda process (to do: follow up with AJ on public questions issue)
- ☐ Draft message to Board explaining the process and the reasons we are using google survey; link this document for their reference

Building and Publishing the Agenda

- ☐ (All Staff) **14 Days Before** - Submit your board item into Boarddocs
Note: the Board Office will publish the draft agenda before items have been fully approved. Staff are advised to submit their items with this in mind - the item, as submitted and without editing, will be viewable by the Board and the public.
- ☐ (Board Office) **12 Days Before**
 - ☐ Print draft agenda; and put into a google doc
 - ☐ Search and delete for Administrative Content
 - ☐ Post draft agenda on website
 - ☐ Email Board members notifying them the draft agenda is posted



- ☐ Email to include a link to a google survey form inviting them to ask questions using the form
- ☐ Email to include a naming convention for board items
- ☐ (Commissioners) **8 Days Before by 3:00 pm** - Return all questions using google survey form
- ☐ (Board Office) **8 Days Before by 5:00 pm** - Sort the questions by Board item and assign to Depart/Div. Heads to respond to questions
- ☐ (Assigned Staff) **5 days before by 1:00 pm** - Answer assigned questions in a google doc and link the document in the sheet
- ☐ (Board Office) **5 Days before by 5:00 pm**
 - ☐ Format the answers and publish them to all commissioners in a pdf document
 - ☐ Remind board members in email to make any requests to remove an item from consent agenda to boardagenda@sfusd.edu
- ☐ (Commissioners) **4 days before by 9:00 am** - Request items be pulled from consent
- ☐ (Board Office) **4 days before by 5:00 pm**
 - ☐ Finalize agenda
 - ☐ If 2 or more commissioners request it, move the item to Action
 - ☐ **Publish the final agenda**