

## **Protocols for Moving Governing Board Meeting Location**

**TUSD shall plan effectively to ensure adequate venue capacity for high-interest Governing Board meetings. Every effort will be made to provide timely notification to the public when a planned meeting venue is changed. Every effort will be made to anticipate the need for interpreters where the agenda reflects a meeting of substantial interest to LEP families.**

The protocols set forth herein apply in those occasions when a posted agenda item or recent event generates public interest to the degree that the Superintendent, Director of Staff Services, or any individual Governing Board member develops a reasonable belief that meeting attendance is more likely than not to substantially exceed the Governing Board room's current maximum occupancy limit.

No later than 3 days prior to the board meeting, the Director of Staff Services, or any Board Member may report in writing to the Superintendent his or her concern regarding anticipated attendance, public access, and the need for a larger venue. In the alternative, the Superintendent may raise the issue on his own initiative. Any such report shall be evaluated by the Superintendent in consultation with the Board President and such District staff as the Superintendent deems appropriate.

If the Superintendent determines that moving the Board meeting is reasonably necessary to accommodate the right of the public to attend and listen, the Superintendent shall give written notice of such determination to the Chief Operations Officer, Director of School Safety, Director of Communications, and Director of Staff Services.

The Director of Staff Services shall memorialize the Superintendent's decision in writing and keep a record on file in the Governing Board office, as well as posting an updated meeting notice and agenda providing information regarding the alternate meeting site. Such notice shall be provided as early as practicable but in no event later than the 24 hours required under the Arizona Open Meeting Law.

Where an agenda item is of particular interest to Limited English Proficient (LEP) families, the Director of Staff Services shall confer with the Superintendent and Governing Board President to determine whether interpreter services should be requested, even if no public requests for interpreter services have been received.

APRIL 15, 2014