

## **GP-16 Board Meetings, Agendas, and Minutes (New Policy)**

### **Board Meetings**

Except when the Board meets in executive session, all meetings of either a quorum or three or more Board members at which public business may be discussed or formal action taken are open to the public.

#### **1. Regular Meetings**

Regular meetings of the Board of Education shall be held at the Education Services Center at 1829 Denver West Drive, Building #27, Golden, Colorado unless directed otherwise by the Board of Education.

A schedule of regular Board meetings is adopted annually in June for the following school year. The Board generally meets once a month in regular session unless otherwise set by action of the Board.

#### **2. Special Meetings**

Special meetings of the Board may be called by the Board president at any time in consultation with a majority of the members.

The chief of staff for the superintendent and board shall be responsible for giving a written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if hand-delivered personally or emailed to the member. The notice must contain time, place, and purpose of the meeting.

Any member may waive notice of a special meeting at any time before, during, or after such meeting, and attendance shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless all members are present and agree to consider and transact other business.

#### **3. Executive Sessions**

An executive session may be called at a regular or special meeting for any of the purposes authorized by law, such as to discuss specific legal questions or negotiations.

All discussions that occur in executive session will be electronically recorded, except as permitted by law for discussions of individual students or discussions that, in the opinion of the Board's attorney, constitute privileged attorney-client communication. Recordings of executive sessions will be kept for 90 days.

### **Electronic Participation in Board Meetings**

Board members may attend and participate by electronic means in regular or special meetings of the board in accordance with this policy and state law. For purposes of this policy, "electronic participation" shall include attendance via telephone, video or audio conferencing, or other electronic means. Electronic participation does not negate the policy of the board to have special and regular meetings open to the public. Therefore, the electronic means used must

allow the public to hear the comments made by board members participating electronically and the comments to be included in the recording of the board meeting.

Board members may attend and participate by electronic means in a regular or special board meeting only when extenuating circumstances prevent the board member from physically attending the meeting.

A quorum of the board may be established by both in-person and electronic participants. A board member who attends and participates electronically in a board meeting shall have access to all materials made available to their peers.

To participate electronically, a board member must notify the board president and superintendent at least three business days prior to the meeting, or as soon as reasonably possible, and must explain the extenuating circumstances preventing physical attendance.

If the request is approved, an electronically participating board member shall identify for the record their physical location, those present at that location, and the extenuating circumstances that prevented them from physically attending the meeting. If the board convenes in executive session, electronic participants must ensure confidentiality during that portion of the meeting.

A board member may attend and participate by electronic means in a maximum of two board meetings per calendar year. Unless otherwise approved by the board, additional requests to participate electronically will be denied. In accordance with state law, the board shall declare a vacancy if a board member fails to attend three consecutive regular board meetings unless the board member's absence is otherwise excused by the board.

Failure to comply with this policy may result in the board denying a member's request to participate electronically.

### **Board Agendas**

The agenda for meetings of the Board of Education shall be prepared by the Superintendent of schools and Board president in consultation with members of the Board.

The Superintendent shall deliver the agenda, together with meeting materials, to Board members no later than the close of business on Friday the week before the next meeting. Minutes will be submitted for approval at regular meetings. The news media and designated organizations and groups receive the agenda as a means of informing citizens of the items and issues to be considered.

The Board shall cause notice of regular and special meetings to be posted at the designated public place no less than 24 hours prior to the meeting. This notice shall include specific agenda information where possible.

The agenda will be prepared in sufficient detail to give the background circumstances for items upon which action is recommended or required.

### **1. Consent Agenda**

A consent grouping on the agenda shall be used for those items which usually do not require discussion or explanation as to the reason for Board action. A superintendent consent agenda is for items the Board has already delegated responsibility to the superintendent but state law requires board approval. Any board member may request the withdrawal of any item under the board consent grouping for independent consideration but a motion, a second and a majority vote are required for removal of a superintendent consent item. If removed prior to Board approval of the agenda at the beginning of the regular meeting, a consent item may be postponed to a future meeting agenda for Board action.

### **2. Discussion Agenda**

Board agenda items may be listed for discussion under one of the three headings, determined by the type of Board work to be discussed: Ends Monitoring Agenda, Ends Discussion Agenda, Policy Work Agenda or Discussion Agenda. A discussion grouping on the agenda shall be used for those items which usually would be listed under the Board or superintendent consent agenda but for the request of a Board member to bring the item(s) forth for discussion and deliberation prior to Board action. The discussion agenda may not be part of the agenda if there is no call for discussion of any consent agenda items.

### **3. Statement of Financial Status**

The Board wishes to be informed and to keep the community informed of the status of the school district's finances. The Board will schedule a quarterly workshop to review its quarterly financial reports.

#### **Cross Reference:**

**[KE, Public/Parent Concerns and Complaints](#)**

#### **Legal Reference:**

C.R.S. 22-31-129 (Board vacancies)

C.R.S. 22-32-108 (Board meetings)

C.R.S. 24-6-401 et. seq. (Open Meetings Law)