Grapevine-Colleyville Independent School District

Board Action Item

Action or Consent:	**Action**
Meeting Date:	November 16, 2026
Subject:	Consider and Act on Revisions to Board Policy BE(LOCAL), Board Meetings
Contact Person:	Dr. Jason Adams, Superintendent Paula Barbaroux, Chief Operations Officer
Policy/Code:	BE(LEGAL), BE(LOCAL), BF(LEGAL), and BF(LOCAL)
Priority and Performance Objective:	Priority 4: Strong Financial Stewardship and Internal System Efficiency Objective 4.2: Effective and Efficient District Operations
Summary:	The policies listed above govern the District's Board meetings. Two Trustees requested and recommended the Board's consideration of adding parameters to policy regarding Board meeting ending times with the stated goal of balancing and accomplishing the business of the District, governance duties, transparency, and respect for public and staff time. The request was styled as "Reasonable Ending Times to Support Staff and Transparency Policy" ("RESST Policy"). In September, the Board discussed and considered policy language regarding the ending times of Board meetings. The administration updated the proposed policy to incorporate the Board's feedback from the September discussion, and the policy was also reviewed by the Board's legal counsel. With some minor adjustments made for additional clarity, the essential and necessary contents of the proposed policy have been added to Board Policy BE(LOCAL). If approved,

BE(LOCAL) would set standard ending times for Board meetings.

Key Elements of the Proposed Policy:

- Regular Meeting Ending Time (10:30 p.m.): Meetings officially conclude at 10:30 p.m. No new agenda items may begin after this time, but the Board may finish discussing and voting on an item already in progress.
- Review & Extension Process: At or near 10:15 p.m., the Board President reviews remaining items with the Board and Superintendent. By a simple majority vote, the Board can extend the meeting by 30-minute increments from 10:30 p.m. to 11:00 p.m. Additional 30-minute extensions can be approved successively by separate majority votes, with no limit on the total number of extensions. If, however, an early item on the agenda (e.g., public comment period) makes it clear the meeting is likely to go beyond the intended ending time, the Board President may, through a simple majority vote, seek to extend the meeting beyond 10:30 p.m. earlier in the meeting than 10:15 p.m.
- Expiration or Failed Votes: If an extension vote fails or an approved extension expires, the Board must wrap up the current agenda item. No new items can be introduced after completion.
- Handling Unfinished Business: If the Board **recesses** the meeting to continue the next day, any remaining unaddressed items are carried over to that meeting without the need to post the meeting or allow additional public comment. If the Board **adjourns** the meeting, the remaining unaddressed items shall be carried forward for consideration at a properly posted meeting in accordance with law. A meeting solely for this purpose shall have a 7:30 p.m. ending time.
- Executive Session: Executive sessions scheduled in advance shall be placed as the final substantive item on the agenda, subject to the exceptions provided in the policy. Scheduled open-session business shall be considered before the Board enters a scheduled executive session. However, a scheduled executive session may be placed earlier on the agenda, such as when deliberation or consultation with legal counsel must occur before the Board can proceed with, consider, or act upon a subsequent open-session agenda item.

Attachments: Revised Board Policy BE(LOCAL)

Recommendation:	The recommendation is for the Board of Trustees to approve the revisions to Board Policy BE(LOCAL), as presented.

Meeting Place and Time

Board meetings shall be held during a time that is outside of typical work hours. [See FA(LEGAL)]

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall normally be held on the fourth Monday of each month at 5:30 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Regular meetings of the Board shall end by 10:30 p.m. An agenda item under consideration at 10:30 p.m. shall be completed, including any discussion, deliberation, and action related to that item. The arrival of 10:30 p.m. shall not require the Board to interrupt or terminate consideration of an item already in progress.

Except as provided below, no new agenda item shall be taken up after 10:30 p.m.

Review of Unfinished Business

At or near 10:15 p.m. if any agenda items remain unfinished, the Board President shall review them with the Board and Superintendent. Following that review, the Board may, by a simple majority vote of the trustees present and voting, extend the regular ending time of the meeting by 30 minutes, from 10:30 p.m. until 11:00 p.m. Each vote to extend shall authorize only a 30-minute extension. Before an extension expires, the Board may, by another simple majority vote of the trustees present and voting, authorize an additional 30-minute extension. The Board may approve successive 30-minute extensions as necessary. Each additional extension shall require a separate vote. There shall be no predetermined limit on the number of 30-minute extensions the Board may approve.

If, however, earlier in the meeting, a condition makes it obvious that the Board meeting is very likely to go beyond the intended time, the Board President may, through a simple majority vote, seek to extend the meeting beyond 10:30 p.m. earlier in the meeting than 10:15 p.m.

Expiration or Failure of an Extension

If a motion to extend fails, or if an approved 30-minute extension expires without the Board approving an additional extension, the Board shall complete the agenda item then under consideration, including any discussion, deliberation, and action related to that item. Upon completion of that agenda item, no new agenda item shall be taken up. Completion of an agenda item already under consideration when the regular ending time or an approved extension expires shall not constitute an additional extension and shall not require another vote of the Board.

Unfinished Business	Upon the expiration of time, the Board may vote to recess the meeting and continue the next day to complete unfinished business, without posting the meeting. Public comment will not be required for a meeting that is continued onto the next day to complete unfinished business. If the Board adjourns the meeting or the meeting does not continue to the next day, any agenda item remaining after the Board concludes a meeting pursuant to this policy shall be carried forward for consideration at a properly posted meeting.
Meetings to Complete Unfinished Business	A meeting held to consider unfinished business carried forward under this policy shall begin at 5:30 p.m. and shall conclude at 7:30 p.m. At 7:15 p.m., if any agenda items remain unfinished, the Board President shall review them with the Board and Superintendent. Following that review, the Board may, by a simple majority vote of the trustees present and voting, extend the ending time of the meeting for unfinished business by 30 minutes, from 7:30 p.m. to 8:00 p.m. Each vote to extend shall authorize only a 30-minute extension. Before an extension expires, the Board may, by another simple majority vote of the trustees present and voting, authorize an additional 30-minute extension. Successive 30-minute extensions may be approved as necessary, with each extension requiring a separate vote. There shall be no predetermined limit on the number of 30-minute extensions the Board may approve. If an extension motion fails, or if an approved extension expires without another extension being approved, the Board shall complete the agenda item then under consideration. Upon completion of that item, no new agenda item shall be taken up.
Additional Meetings	If unfinished agenda items remain at the conclusion of a meeting specifically for unfinished business, those items shall be carried forward for consideration at another properly posted meeting. Additional meetings shall be scheduled as necessary until all unfinished agenda items have been considered or otherwise disposed of by the Board at a properly posted meeting.
Executive Session	To promote transparency, public accessibility, and continuity of the publicly viewable portion of Board meetings, any executive session scheduled in advance shall be placed as the final substantive item on the agenda, subject to the exceptions provided in this section. Scheduled open-session business shall be considered before the Board enters a scheduled executive session.

A scheduled executive session may be placed earlier on the agenda when its completion is necessary for the Board to continue conducting the regular business of the meeting. This exception shall include circumstances in which executive-session deliberation or consultation with legal counsel must occur before the Board can proceed with, consider, or act upon a subsequent open-session agenda item. Nothing in this section shall prevent the Board from entering executive session at another point during a meeting when permitted by law or when circumstances arising during the meeting create a need for immediate executive-session deliberation or consultation with the Board's legal counsel before the Board can reasonably proceed with its business.

The Board shall reconvene in open session as required by law before taking any final action, decision, or vote on a matter deliberated in executive session.

Nothing in this policy shall be construed to require the Board to terminate discussion, deliberation, or action on an agenda item solely because a regular ending time or approved extension has expired

Special or Emergency Meetings

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is the 15th calendar day before regular meetings and the 15th calendar day before special meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Two Board members may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by two Board members.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or at least two Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the

agenda a subject requested by at least two Board members without specific authorization from those Board members.

Notice to Members Members of the Board shall be given notice of regular and special meetings at least seven calendar days prior to the scheduled date of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

Order of Business The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

Rules of Order The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Record Vote Voting on any item shall be a record vote by show of hands or roll call, as directed by the Board President. Any member may abstain from voting on an item, and a member's vote or failure to vote shall be recorded in the minutes. [See BDAA(LOCAL) for the Board President's voting rights]

Consent Agenda When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Minutes Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

[See CPC regarding retention of records.]

Discussions and Limitation

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.