

Board Information Item

	Information Packet ☐	Board Agenda Information ☐	Board Agenda Action ☒	Board Agenda Consent ☐
	10/27/2025			
Subject:	Act on Board Policy BE(LOCAL), Board Meetings			
Contact Person:	Shannon Braun, President Board of Trustees Dr. Brad Schnautz, Superintendent Paula Barbaroux, Chief Operations Officer			
Policy/Code:	Board Policies BE(LOCAL)			
Priority and Performance Objective:	Priority 4: Strong Financial Stewardship and Internal System Efficiency Objective 4.2: Effective and Efficient District Operations			
Summary:	Pursuant to the updates recently made to the Board of Trustee's Good Governance Handbook and legislative changes related to the notice and posting of board meetings, the administration recommends the Board update its local policy regarding board meetings. The updates include changing the deadline for submitting items for inclusion on the agenda to 15 days before regular and special meeting and providing seven calendar days' notice of a regular or special meeting to trustees before the meeting.			
Attachments:	Proposed Board Policy BE(LOCAL), Board Meetings			
Recommendation:	The recommendation is for the Board of Trustees to approve the updates to Board Policy BE(LOCAL), for board meetings, as presented.			

BOARD MEETINGS

BE
(LOCAL)

Meeting Place and Time	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.
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	The deadline for submitting items for inclusion on the agenda is the sixth calendar day before regular meetings and the sixth calendar day before special meetings 15 calendar days before regular meetings and 15 days before special meetings.
Deadline	
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 72 hours seven calendar days prior to the scheduled time 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.

BOARD MEETINGS

BE
(LOCAL)

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.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [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.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

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

BOARD MEETINGS

BE
(LOCAL)

shall not interfere with debate so long as members wish to address themselves to an item under consideration.