

Book	Administrative Policies
Section	Section B: School Board Governance
Title	School Board Meetings
Code	BE
Status	Active
Adopted	August 9, 1973
Last Revised	July 1, 2024

All meetings of three or more directors of the Board of Education at which any public business may be discussed or any formal action taken shall be open to the public, except for periods in which the board is in executive session.

Notice of all meetings of the Board shall be given to the public and Board directors. At a minimum, notice of all Board meetings will be posted on the front door of the district's Education and Administration Center, 1110 Chapel Hills Drive, Colorado Springs, Colorado 80920, no less than 24 hours prior to the holding of the meeting and shall include specific agenda information where possible. Should the Board not take annual action to designate a public place for posting such notices, the previously designated place will continue as the official posting site. Excepted from such minimum notice may be emergency special meetings at which Board directors have waived their right to receive at least 24 hours advance notice.

### **Regular meetings**

The regular meetings of the Board will usually and normally be held on the second Thursday of each month except July, during which there is no regular meeting scheduled, beginning at 5:00 p.m. for the purpose of conducting regular District business. The Board will approve, by resolution, the dates and times for Board meetings during the coming school year at a Board meeting on or before the first meeting in June each year.

Regular meetings of the Board of Education shall be held at the District's Education and Administration Center, 1110 Chapel Hills Drive, Colorado Springs, CO 80920. Upon notice by the president at least two weeks prior to a meeting, whenever possible, or upon a majority vote of the Board, a meeting of the Board may be moved from the Education and Administration Center to another location within the District or may be canceled. The secretary shall give notice of changes of location of regular meetings by posting the date, time, and location for the meeting in the designated public place at the Education and Administration Center and on the District website or via special delivery.

### **Special Meetings**

Special meetings will be called by the Board president or at the written request of a majority of directors of the Board (C.R.S. 22-32-108). The secretary to the Board shall be responsible for giving written notice of any special meeting to each Board director at least 72 hours in advance of the meeting if mailed, or 24 hours in advance if hand delivered personally, e-mailed, or faxed to the director. The notice must contain time, place, and purpose of the meeting.

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

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

### **Work/study sessions**

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, from time to time the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided. The secretary to the Board shall be responsible for giving a written notice of any work/study session to each Board director at least 72 hours in advance of the meeting if mailed, or 24 hours in advance if hand delivered personally, e-mailed or faxed to the director. The notice must contain the time and the place of the meeting.

### **Executive sessions**

During any of the aforementioned formats, regular and special meetings or work/study sessions, it is permissible for the Board to elect to move into an executive session upon a two-thirds vote of the quorum. At such a session, only those individuals invited by the Board may attend. Executive sessions may be conducted for the sole purpose of considering any of the following matters:

1. Purchase, acquisition, lease, transfer, or sale of any real, personal, or other property [C.R.S. 24-6-402(4)(a)].
2. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions [C.R.S. 24-6-402(4)(b)]. The mere presence or participation of an attorney at an executive session shall not be sufficient to satisfy this requirement.
3. Matters required to be kept confidential by federal or state law or rules and regulations [C.R.S. 24-6-402(4)(c)].
4. Specialized details of security arrangements or investigations [C.R.S. 24-6-402(4)(d)].
5. Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations, and instruction of negotiators [C.R.S. 24-6-402(4)(e)].
6. Personnel matters, unless the employee who is the subject of the session has requested an open meeting or, if the personnel matter involves more than one employee, all of the employees have requested that the meeting be open [C.R.S. 24-6-402(4)(f)]. Discussions concerning a member of the board, any elected official or the appointment of a board member are not considered personnel matters.
7. Consideration of any document which may not be disclosed pursuant to the Open Records Act [C.R.S. 24-6-402(4)(g)].
8. Discussion of individual students where public disclosure would adversely affect the person or persons involved [C.R.S. 24-6-402(4)(h)].

While in executive session, the Board is precluded from making any final policy decisions. The general topic(s) to be discussed during the executive session and the applicable Colorado Revised Statute 24-6-402 (4) shall be announced prior to convening in executive session and shall be reflected in the minutes of the meeting from which the executive session was convened. The minutes of any Board meeting in which the Board convenes in executive session must indicate the topic of the discussion at the executive session and the amount of time each topic was discussed while the Board was meeting during executive session. The minutes of any Board meeting at which the Board convenes in executive session are to be posted on BoardDocs no later than ten business days following the meeting at which the minutes are approved by the Board.

### **Quorum**

No business may be conducted at a regular or special meeting unless a quorum is present. A quorum shall consist of a simple majority of those elected directors serving on the Board.

### **Recording of Board meetings**

The secretary to the Board of Education will record the business of the Board meetings as the official record. Official records of Board meetings are kept permanently. The Board shall cause an electronic recording to be made of any executive session and shall maintain the record for 90 days following the session. If an attorney is present in the executive session and the attorney states that the discussion during the executive session constitutes a privileged attorney-client communication, no minutes will be recorded.

### **Voting method**

All voting shall be by roll call with each director present voting "Aye" or "No" alphabetically. However, election of the president, vice president, and treasurer may be by secret ballot.

A director may abstain from voting only if excused by the Board for good cause.

A Board director who has a personal or private interest in any proposed or pending matter, which presents a conflict of interest in accordance with Board policy, shall disclose such interest in accordance with GP-11 (Conflict of Interest) and shall not vote unless the director's participation is necessary to obtain a quorum or otherwise enable the Board to act. Under such circumstances, the director shall comply with the voluntary disclosure requirements set out in state law.

To pass, any motion/resolution must be approved by a majority of the elected directors present, except as state law or policies of this Board may require otherwise.

### **Rules of order**

Except as otherwise specified by state law or Board policies pertaining to its own operating procedures, the Board shall operate by the rules prescribed in Robert's Rules of Order, Newly Revised.

**Adopted/Approved:** August 9, 1973

**Revised:** May 8, 1975

September 9, 1976

December 18, 1980

January 21, 1982

July 19, 1984

August 15, 1985

May 7, 1987

September 21, 1989

July 18, 1991

August 15, 1991

January 20, 1994

August 18, 1994

March 2, 1995

January 18, 1996

October 9, 1997

April 7, 1988

October 8, 1998

January 7, 1999

February 3, 2000

July 19, 2001

March 4, 2004

November 1, 2007

July 1, 2014

July 1, 2020

July 1, 2024

### **Legal Refs:**

C.R.S. § 22-32-108 (Board meetings)

C.R.S. § 22-32-108 (5) (d) (executive session minutes)

C.R.S. § 24-6-401, et seq. (open meetings law)

[BE School Board Meetings.pdf \(82 KB\)](#)