

Book	Board Governance Policies
Section	4. GPs -- Governance Process
Title	GP 4.4 -- Board Meetings
Code	4.04
Status	Active
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Last Revised	October 10, 2024
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The Board of Education will focus its meetings on accomplishing its planned agenda efficiently and effectively, within a structure that ensures priority attention is given to addressing the future impact of the district versus reviewing the past.

1. All regular meetings of the Board of Education will be conducted according to Robert's Rules of Order.
2. To ensure that the Board of Education's meetings are conducted with maximum effectiveness and efficiency, Board members will:
 - a. Come to meetings adequately prepared;
 - b. Speak in an orderly fashion;
 - c. Not interrupt each other;
 - d. Not engage in side conversations;
 - e. Ask questions for clarification;
 - f. Listen for content and understanding;
 - g. Refrain from repeating what has already been said;
 - h. Support the president's efforts to facilitate an orderly meeting; and,
 - a. Communicate in a manner to avoid surprises and embarrassment.
3. The Board of Education will attend to consent agenda items as expeditiously as possible. Prior to approval of the consent agenda, an item may be removed upon request of any Board member.
4. The Board of Education welcomes and encourages public comment and will reserve time for this purpose during its regular business meetings. The Board will reserve two public comment sections during the meeting. The first section will be for speakers who are speaking on specific agenda items and for Academy District 20 (ASD20) students. The second section will be for those who wish to speak on a general topic not on the agenda.
 - a. Those wishing to speak must sign up electronically between 7 AM and 1 PM the day of the meeting on the district website.
 - b. Members of the audience are invited to speak once in either public comment section for up to two minutes per speaker with no immediate response from the Board, except when deemed necessary by the Board president.
 - c. In deference to ASD20 students, students will be allowed to speak first during the first public comment section. Following any students, speakers who wish to comment on an agenda item will be called in order of their sign up. There will be no time limit to the first public comment section unless

ten or more speakers who are on one side of an issue intend to speak in favor or against an issue. In that instance, each side will be limited to twenty (20) minutes of comments.

- d. Speakers who are speaking on non-agenda topics (general public comment) will be called to speak in order of their sign up during the second public comment section. If a speaker does not indicate the topic on which they intend to speak, then they will follow, in order of their sign-up time, those speakers who have indicated a specific general topic on which they will be commenting. The second public comment section will be limited to sixty (60) minutes.
 - e. The community may submit written comments to the Board, which will be included as part of the public record in the minutes for the meeting. To be included as public record, community members will need to submit the written comment form between 7 AM and 1 PM the day of the meeting.
 - f. Comments will be curtailed if remarks or behavior becomes inappropriate.
5. The Board of Education will retain any recordings of proceedings as prescribed by law. However, written minutes approved by the Board will be considered the official record of all regular Board of Education meetings.
 6. The Board of Education will periodically host spotlights at the beginning of regularly scheduled meetings and when school is in session, in order to provide an opportunity for student talents and learning to be showcased. The content of each presentation is determined by the presenting school but should focus on programs and activities offered by the school and feature groups of students rather than individuals whenever possible.
 7. The Board of Education, by majority vote, may revise, amend, or add to its policies at any time. However, the normal procedure will be to discuss the affected policy during at least one Board of Education meeting prior to approval.
 8. The Board of Education will use a debriefing process to monitor its process and performance at the end of each regular Board meeting. Self-monitoring will include comparison of the Board's performance with policies in the Governance Process and Board/Superintendent Relationship categories.
 9. The Board of Education shall declare a vacancy if a Board member fails to attend three regular Board meetings within a twelve-month period, unless the Board member's absence is otherwise excused by the Board President.

Date Adopted/Last Revised: February 5, 2009, October 20, 2016, October 1, 2020, May 12, 2022, February 16, 2023, August 17, 2023, September 12, 2024, October 10, 2024