

## **SCHOOL BOARD MEETING GUIDELINES**

Adopted: September 12, 1988

Revised: March 27, 2017

Reviewed: June 24, 2019

### **I. CONDUCT OF BOARD MEETINGS**

For the general transaction of business, the ordinary parliamentary rules will be observed. If disputed procedural questions arise, Roberts Rules of Order Revised serves as the authority.

### **II. NOTIFICATION OF SCHOOL BOARD MEETING**

Due notice of all regular and special School Board meetings will be given in the form of an agenda to be distributed from the district office no later than three working days prior to the meeting. Each School Board member will be so notified and copies of the agenda will also be sent to the official publication of the school district. Copies of the agenda will be posted in each school building in the school district, the Richmond Post Office, Cold Spring City Hall, and the Rockville Post Office.

### **III. PREPARATION OF THE AGENDA**

The Superintendent and the School Board Chair will be responsible for preparation of the agenda. School Board members wishing to place a topic on the agenda must notify the Superintendent or the School Board Chair one week prior to the meeting. The topic will then be included on the agenda unless a mutually agreeable alternative for addressing the issue is pursued.

Members of the public wishing to bring a matter before the School Board to be placed on the agenda must contact the School Board Chair or the Superintendent at least one week before the School Board meeting. The purpose and nature of the request must be identified at the time of the request. It is the discretion of the Chair whether or not to include such a topic on the agenda. Items which could be damaging to an individual or work against the public interest will not be allowed.

The agenda may be amended at the beginning of each regular meeting by a majority vote of the School Board. The School Board encourages its members and the public, as well, to attempt to have all items placed on the posted agenda.

### **IV. CONSENT AGENDA**

Placing items in a consent agenda enables the School Board to act with a single motion and make more efficient use of time in meetings. Items to be placed on the consent agenda for any regular business meeting of the School Board will be approved by the Superintendent and the School

Board Chair when the meeting agenda items are determined. Each consent item will be listed separately, along with all necessary explanatory information, in the agenda appendix. No discussion of individual consent agenda items will be allowed during the meeting. At no time, however, should items be placed on the consent agenda in order to eliminate discussion of the issue. Once the appendix has been disseminated, no additional items may be added to the consent agenda for that meeting.

The consent agenda should appear on the meeting agenda as the first item of formal action following agenda approval. Any School Board member may request, prior to approval of the meeting agenda, to have a consent item opened for discussion. If a School Board member asks to discuss an item, that item will be pulled from the consent agenda and placed at another appropriate position in the meeting agenda.

Items to be included on the consent agenda may include, but not necessarily be limited to the following:

- A. Minutes of regular and special meetings. Investments.
- B. Electronic transfers of funds.
- C. Treasurer's Report.
- D. Payment of bills.
- E. Payment of regular payrolls.
- F. Routine personnel items (Examples include but are not limited to new hires, resignations, minor adjustments of assignments, and leaves of absence.)
- G. Third readings of proposed policy changes.
- H. Routine perennial issues (Examples include but are not limited to community requests, student teacher agreements.)

Items that may not be included among the consent agenda items include:

- A. Roll call.
- B. Certain personnel items, including (Examples include but are not limited to) major changes of assignments, leave requests which may require modifications or interpretations of policy.
- C. Non-routine new business.

The minutes will reflect action on consent agenda items by indicating each included item and noting the approval of that item.

## **V. MINUTES OF SCHOOL BOARD MEETINGS**

The minutes will be published after School Board approval at a subsequent meeting and within 30 days of the meeting at which the proceedings occurred. Minutes of the meeting will be published in the official publication of the school district.

A complete record of the minutes will be kept of all meetings. The approved minutes will be placed in the Official Minutes Book and are the permanent and official record of action of the School Board.