

<b>Vermont School Boards Association</b>	<b>VSBA Code:</b>	<b>A20</b>
<b>Windsor Southeast Supervisory Union</b>	<b>Date Adopted:</b>	<b>1/07/2015</b>
<b>Policy Statement</b>	<b>Revision Adopted:</b>	<b>7/1/2019</b>

## **BOARD MEETINGS, AGENDA PREPARATION AND DISTRIBUTION POLICY**

### **Policy:**

All Board meetings will be held in compliance with open meeting laws, 1 V.S.A. §§310 et seq.

### **Regular Meeting Schedule:**

Regular meetings of the Windsor Southeast Supervisory Union Board and **Hartland, Mount Ascutney and Weathersfield School Boards** will be held at a time, day, and location to be determined at the reorganization annual meeting and appropriately warned. The meeting schedule will be published and made available by the Superintendent to any person on request.

Special and emergency meetings will be called by the Chair on his or her own initiative or when requested by a majority of the Board and warned appropriately. Only items on the agenda may be acted upon at these meetings.

### **Conduct of Board Meetings:**

Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised.

### **Executive Sessions:**

Executive sessions of the Board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Board members will not make public the confidential issues discussed during an executive session.

### **Agenda Preparation:**

The Superintendent will prepare proposed agendas for all meetings of the Board after consultation with the Board chair. Items of business may be suggested by any Board Member, staff member, students, or citizen of the District. The inclusion of items on proposed agendas will be at the discretion of the Board Chair and Superintendent. At the beginning of each board meeting, the board will vote to approve an agenda for the meeting.

### **Agenda Distribution:**

The proposed agenda, together with supporting materials, will be distributed to Board members by the Superintendent five days prior to regular meetings and as soon as practicable before special and emergency meetings. The proposed agenda for any special meeting will be posted in the office of each school in the District and in the Town Clerk's office and a third place in town accessible to community members. In addition, proposed meeting agendas will be made available to any interested person upon specific request.

**Legal Reference(s):**     1 V.S.A. §§310 et seq. (*Public meetings*)  
                                   16 V.S.A. §554 (*School board meetings*)