

## **Notification of Board Meetings**

The Board shall give full and timely notice to the public of any meeting of three or more Board members at which public business may be discussed or any formal action taken, including special, regular and work session meetings and retreats.

Dates of regular meetings of the Board shall be provided in annual announcements and made available in printed form to the news media and public. At its first regular meeting of the calendar year, the Board shall designate the public place or places at which notice of all Board meetings shall be posted. In the event such action is not taken annually, the designated public places used in the previous year shall continue as the official posting sites.

At a minimum, the Board shall cause notice of regular and special meetings and work sessions to be posted at the designated public place no less than 24 hours prior to the meeting. This notice shall include specific agenda information where possible.

Copies of the agenda shall be available to representatives of the community and staff and others at the District Administrative Office upon publication and dissemination to the Board.

### **Notice to the Board**

The superintendent or designee shall provide the agenda, together with meeting materials and the minutes of the last regular meeting, to Board members no later than 72 hours before the next regular meeting.

Adopted: February 2, 1994  
Revised: October 26, 2005  
Revised: October 26, 2011  
Revised: April 4, 2013  
Revised: September 19, 2018

LEGAL REFS.: C.R.S. 22-32-108 (2),(3) (*meetings of the board*)  
C.R.S. 24-6-402 (2)(c) (*notice of meeting "shall include specific agenda information where possible"*)  
C.R.S. 24-6-402 (7) (*district must keep list of persons who have requested notification of meetings when specified policies are discussed and provide reasonable advance notice to such persons.*)

CROSS REF.: BE, School Board Meetings  
BEDB, Agenda