

School Board Meetings

All meetings of the Board of Education (the “Board”) for Mapleton Public Schools (the “District”) shall be open to the public, except during properly convened executive sessions. The Board may, however, require any person who disturbs good order to leave. All Board meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board. For a 5-member board, a quorum is 3.

A recording shall be made of all regular and special meetings as required by law. The Board must make a recording of each regular and special meeting of the Board at which votes are taken and recorded and shall make the recording available to the public. The Board is not required to take minutes if through its notice and agenda it has not retained the option to take formal action. The Board, at its discretion, shall use appropriate technology available at the time the recording is made and shall, at a minimum, make an audio recording. Such recordings must be maintained for a minimum of 90 days.

Regular Meetings

Regular meetings of the Board shall be held in the Board room of the District’s Administration building, located at 591 E. 80th Avenue, Denver, CO 80229.

Regular meetings of the Board will be held on the second and fourth Tuesday of each month at 6:00 pm unless otherwise established by the Board.

At the first regular meeting of each 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. In the absence of an emergency, the Board shall cause notice of meetings and work sessions to be posted at the designated place or places no less than 24 hours prior to the meeting.

Special Meetings

Special meetings may be called by the president of the Board at any time and shall be called by the president upon the written request of a majority of the members of the Board.

The secretary to the Board shall be responsible for giving written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed, and 24 hours in advance if hand-delivered personally or if emailed directly to the member. The

notice must contain time, place, and purpose of the meeting and the name(s) of the member(s) requesting the meeting.

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

No business other than that stated in the notice shall be transacted unless all Board members are present and consent to consider and transact other business.

Work Sessions and Retreats

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.

Electronic Participation in School Board Meetings

Board members may attend and participate by electronic means in a regular or special Board meeting only when extenuating circumstances prevent the Board member from physically attending the meeting. For purposes of this policy, “extenuating circumstances” means the Board member’s job or military service requires the member to be outside of the District at the time of the meeting or inclement weather and/or unsafe driving conditions prevent the Board member from physically attending the meeting. For purposes of this policy, “electronic means” shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

A meeting at which one or more Board members attend and participate by electronic means shall be open to the public, except for periods in which the Board is in executive session. A quorum of the Board must be physically present at the meeting for a Board member to attend and participate by electronic means.

The electronic means used shall allow the public to hear the comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public. A Board member participating by electronic means will be included in the recording of the Board meeting.

A Board member who seeks to attend and participate by electronic means in a Board meeting shall notify the Board president and Superintendent at least three business days prior to the meeting and shall explain the extenuating circumstances that prevent the

Board member from physically attending the meeting. If such advance notification is not possible, the Board member shall notify the Board president and Superintendent as soon as is reasonably possible.

If the Board president approves the Board member's request to attend and participate by electronic means, the Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending the meeting. If the Board convenes in executive session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

A Board member may attend and participate by electronic means in a maximum of two Board meetings per calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Board shall declare a vacancy if a Board member fails to attend three consecutive regular Board meetings, unless the Board member's absence is otherwise excused by the Board.

A Board member's failure to comply with this policy may result in the Board's refusal to allow the member to participate by electronic means in Board meetings.

*Adopted December 13, 2013, by the Board of Education for Mapleton Public Schools.
Revised June 27, 2017.*

LEGAL REFERENCES:

C.R.S. § 22-31-129 (*board vacancies*)

C.R.S. § 22-32-106 (*school board secretary duties*)

C.R.S. § 22-32-108 (*school board meetings*)

C.R.S. § 22-32-108(7)(a) (*board must adopt policy allowing board members to attend and participate electronically in regular or special board meetings if the board wishes to allow this practice*) C.R.S. § 22-32-109 (*board duties*)

C.R.S. §§ 24-6-401 *et seq.* (*Open Meetings Law*)

CROSS REFERENCES:

BEAA: Electronic Participation in School Board Meetings

BEC: Executive Sessions

BEDA: Notification of School Board Meetings

BEDB: Agenda



Mapleton
Public Schools

BE

BEDD: Rules of Order

BEDF: Voting Method

BEDG: Minutes

BEDH: Public Participation at School Board Meetings