



ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION	Board Operations	CODE	A20
TITLE	Board Meetings, Agenda Presentation and Distribution		

Policy

All Board meetings in the Addison Northwest School District will be held in compliance with Vermont's Open Meeting Laws, 1 V.S.A. 310 et seq. Annually, the Board will receive training on Vermont Open Meeting Laws including electronic communications.

Regular Meeting Schedules

Regular meetings will be held according to a schedule fixed in advance of the school year. The meeting schedule will be published and made available to the news media by the Superintendent.

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

All meetings of the Board, except for executive sessions, will be open to the public.

Organization

At the next regular or special meeting following the annual election of Board Members, the Board will elect its officers for a term of one year or until successors are elected. The officers of the Board shall be: Chair, Vice-Chair, and Clerk.

Conduct of Board Meetings

Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised. One or more members of the Board may attend and participate in a regular, special or emergency meeting by electronic or other means so long as the requirements of 1 VSA 312(a)(2) are met.

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 all agendas for meetings of the Board after consultation with the Board Chair. Items of business may be suggested by any Board Member, staff member, student, or citizen of the School District. The inclusion of items will be at the discretion of the Board Chair and Superintendent, unless a majority of the Board votes to place an item on the Board's agenda. An item may only be added or removed from a meeting agenda as the first order of business at the meeting. Other adjustments to an agenda may be made at any time during the meeting.

Agenda Distribution

The proposed agenda, together with supporting materials, will be distributed to Board Members by the Superintendent no less than three calendar days prior to regular meetings and as soon as practicable before special and emergency meetings.

At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the Superintendent shall ensure that the agenda is posted. Copies of the agenda will be posted in the office of each school in the District, and in each municipal office of the District, the ANWSD Superintendent's office and on the ANWSD website. Upon request, the press, school staff, students, community members and concerned persons will be provided with copies of the agenda in advance of regular or special meetings.

In all instances, the Superintendent and Board will adhere to the provisions of 1 V.S.A. §312 regarding notice and agenda distribution.

Committees

The Board may establish committees to assist it in carrying out its duties. Committees may make recommendations to the Board, but do not have the authority to make decisions or communicate for the Board, except as the Board has specifically authorized an action. There will be six (6) standing committees as follows, unless the number or functions are modified by the Board:

1. Finance committee
2. Negotiations committee
3. Facilities committee
4. Policy committee
5. Community Engagement committee
6. Superintendent Evaluation committee

Such committees will be created by formal Board action which shall include a formal charge outlining the specific work of the committee. Committee recommendations and reports will become an official part of board minutes.

At the next regular or special meeting following the annual election of Board Members, the Board will elect members of standing committees and/or other committees as necessary. Residents of the community and District personnel may become members of Board committees, but only if elected by the majority of the full Board. Each committee will elect a Chair and a Clerk of that committee. Chairs and clerks must be Board members. The Board may establish ad hoc committees for specific purposes as necessary but must follow meeting and agenda methods as outlined in this policy.

Meeting schedules, regular or special, will be determined by a call of the chair of the committee. Agendas for Board Committee meetings will be prepared by the committee chair for each committee and follow the same distribution methods as the board meeting agenda outlined above. Minutes will be taken at all committee meetings. Attendance will be recorded in the minutes of committee meetings. Minutes of committee meetings will be archived and made available in the same methods as outlined above.

A committee will be dissolved upon completion of its assignment, or it may be dissolved at any time by a vote of the Board.

<i>Date Warned:</i>	<i>November 7, 2016</i>
<i>Date Adopted:</i>	<i>November 30, 2016</i>
<i>Date Revised:</i>	<i>May 14, 2018</i>
<i>Legal Reference(s):</i>	<i>V.S.A. §§310 et seq. (Public meetings)</i> <i>V.S.A. §554 (School board meetings)</i>