

## **SCHOOL BOARD MEETINGS/REGULAR MEETINGS/SPECIAL MEETINGS/WORK SESSIONS**

All meetings of three or more Directors of the Colorado Springs School District 11 Board of Education (the “Board”), at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session. All such meetings will be properly noticed as required by law.

The Board may meet in regular meetings, special meetings, and work sessions as described below. However, the Board President, the Superintendent, and each Board Director shall each use their best efforts to address issues at the regular meetings and work sessions and to minimize additional special meetings, except to the extent absolutely necessary for employee bargaining or other extenuating circumstances. No business may be conducted at these meetings and work sessions unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the directors serving on the Board.

All meetings and work sessions of the Board shall be held in District facilities unless extenuating circumstances prohibit their use. For purposes of this policy, “extenuating circumstances” include inclement weather and/or unsafe driving conditions or other compelling situations that prevents the Board from physically meeting in District facilities. Under such extenuating circumstances, the Board with at least two-thirds of the vote in favor may approve a meeting or work session or series of such meetings or work sessions to take place by video conferencing or other electronic means. Refer to Policy BEAA for details.

Board Directors are entitled to receive, or have access to, any materials prepared for or provided in connection with any meeting or session in advance of the meeting or session.

Recognizing the significance of the decisions made by the Board on behalf of citizens of the District for both the students enrolled in the schools and the entire Colorado Springs community, the Board will incorporate a moment of silence into all of its regular and special meetings. This moment of silence is intended to allow time for meditation, or any other suitable reflection that will help focus on the solemnity of the actions taken and decisions made during the meeting.

All Board meetings must be recorded by at least an audio recording. Recordings of Board meetings must be retained for a minimum of ninety days.

### **Regular Meetings**

Regular meetings of the Board shall be held in the Board Room of the Administration Building, 1115 N. El Paso St., unless changed by the Board President and/or the Superintendent with advance notice of at least 24 hours (except in the case of extenuating circumstances) to the Board Directors and the public.

From time to time, the Board shall take action to establish a schedule of regular meetings. In the absence of such action, regular meetings shall be set on the second and fourth Wednesday of each calendar month excluding July. The tentative agenda shall be distributed to Board Directors and the Superintendent on the Friday prior to each regular meeting. Unless otherwise set by Board

action, each regular meeting shall begin with a call to order at 5:30 p.m. If an executive session is required, the regular meeting will begin with a call to order at 4:00 p.m, unless otherwise specified by the Board, with the expectation that the Board will normally vote to go into executive session at the beginning of the meeting, and reconvene in open session at 5:30 p.m. Each regular meeting shall be prescheduled to adjourn at 11:00 p.m. if not earlier adjourned, and the meeting shall adjourn upon the Board President's announcement of adjournment at such time. However, this adjournment of the meeting may be extended to a time specified by a majority vote of the quorum present.

### **Special Meetings**

Special meetings of the Board may be called by the Board President at any time and shall be called by him/her upon the written request of a majority of the Directors.

The Secretary of the Board shall be responsible for causing an e-mail and/or confirming telephone notice to be provided to all Board Directors at least 24 hours in advance of the meeting. If e-mail or telephone is not used, written notice of any special meeting will be sent to each Board Director at least 72 hours in advance of the meeting if mailed, and at least 24 hours in advance if hand-delivered personally or faxed to the Director. The notice must contain the time, place and purpose of the meeting and the names of any Board Directors requesting the meeting if the meeting is being called at their request.

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

No business other than that stated in the notice of the meeting shall be transacted unless all Directors are present and agree to consider and transact other business.

### **Work Sessions**

The Board may from time to time meet in a work session for the purpose of studying and discussing specific topics or issues so long as no formal action is taken at the work session.

**The Board President may call a work session at the request of a Board Director or the Superintendent. The time and place of the meeting shall be established by the Board President in consultation with other Board Directors and the Superintendent. Notice of work sessions shall be given to Board Directors in the same manner as for special meetings if the work session is not scheduled for a regular Wednesday meeting. Unless otherwise directed by the Board President, any work session will normally be held at 4:00 p.m. on Wednesdays when Board meetings are not regularly scheduled.**

### **Attendance**

As elected public servants, Board Directors have an obligation to attend Board meetings and work sessions at the scheduled location in order to be fully informed and available to vote on issues affecting the District. To support this concept, the Board Secretary shall cause a record of Board Director attendance to be maintained and available to the public for all regular meetings, special

meetings and work sessions. Excused absences will be noted.

Under certain conditions, Board directors may attend these meetings and work sessions via telephone, video or audio conferencing, or other electronic means. Guidelines for attendance via these electronic means are detailed in Policy BEAA.

Adopted September 1972

Revised October 1979

Revised May 1989

Revised November 1993

Revised February 1995

Revised May 1995

Revised June 1996

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Revised January 1998

Revised February 2002

Revised October 2003

Revised June 2004

Revised May 2006

Revised June 19, 2013

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Revised November 10, 2021

LEGAL REFS.: C.R.S. 22-32-108 (1) through (6)  
C.R.S. 24-6-401 *et seq.* (Colorado Sunshine Act of 1972)

CROSS REFS: BEAA, Electronic Participation in School Board Meetings  
GE, Teleworking Policy  
AH, Application of Board Policy Manual  
Colorado Springs School District 11 Board of Education Operating and  
Procedures Manual