Ellicott School District #22
Ellicott, Colorado
Policy Manual Project Notes

Section B

BAA	*Evaluation of School Board/Self-Evaluation.* [Recoded from BK.] Edited for clarity. Revisions suggested. Policy is quite dated; therefore, please review carefully to ensure policy reflects current or desired goals. Policy is optional.
BB	*School Board Membership.* This policy addresses student representation on the Board. Therefore, it has been recoded JIBB, Student Member of the School Board, and will be submitted with the Section J, Student, policies.
BBA	*School Board Powers and Responsibilities.* Minor edits for style. Stricken language is redundant. Policy is optional.
BBAA	*Board Member Authority.* See Repeals List.
BBB	*School Board Elections.* See Repeals List.
BBBA	*Board Member Qualifications.* Edited for style. CASB sample language suggested for a comprehensive approach to this subject. Policy is highly recommended because it represents a portion of the Board's bylaws.
BBBC/BBBD	*Board Member Vacancies.* See Repeals List.
BBBE	*Unexpired Term Fulfillment.* See Repeals List.
BBF	*Ethical Responsibilities.* See Repeals List.
BC	*School Board Member Conduct.* Suggested revisions intended to simplify the policy and focus on the basic standards of conduct. Stricken language restates statutory language and is unnecessary in the policy. Policy is optional.
BC-R	*School Board Member Financial Disclosure (Regulation).* Suggested revisions reflect current requirements and amounts. Stricken language is intended to simplify the regulation by focusing on the Board's statutory obligations under the Public Official Disclosure Law, rather than list exceptions to these obligations. Regulation is optional.
BCA-E-1	*Code of Ethics for School Board Members (Exhibit).* Edited for consistency of style. Exhibit is optional.

BCA-E-2	*Board Member Code of Ethics (Exhibit).* You may wish to include an exhibit on this subject. A CASB sample is provided as a resource. Exhibit is optional.
BCB	*School Board Member Conflict of Interest.* Edited for style. Language regarding an advisory opinion from the secretary of state has been stricken as this provision is no longer applicable. Policy is required by law.
BCF	*Citizens' Advisory Committee.* See Repeals List.
BDA	*Board Organizational Meeting.* Suggested revisions reflect current requirements. CASB sample language regarding officer resignation offered for Board consideration. Policy is highly recommended because it represents a portion of the Board's bylaws.
BDB	*Board Officers.* Edited for style. Revisions suggested for clarity and to eliminate duplication with other policies. Policy is highly recommended because it represents a portion of the Board's bylaws.
BDF	*Advisory Committees.* Policy is quite dated. Therefore, CASB sample language offered for Board review to replace policy language. Policy is highly recommended because it represents a portion of the Board's bylaws.
BDFA*	*District Personnel Performance Evaluation Council.* Edited for clarity. Policy is optional, however committee is required.
BDFB*	*Career and Technical Advisory Council.* Suggested revisions reflect current terminology. Policy is optional.
BDFC*	*Preschool Council.* Edited for clarity. Stricken language regarding duties is not necessary in the policy. Policy is optional.
BDFD*	*District Safe and Drug-Free Schools Advisory Council.* Revisions reflect current requirements and terminology. However, note that this program is no longer funded. Policy is optional.
BE	*School Board Meetings.* Edited for clarity. Revisions suggested. Policy is required by law.
BEA	*Special Meetings.* See Repeals List.
BEAA*	*Electronic Participation in School Board Meetings.* You may wish to include a policy on this topic. A CASB

	sample is provided as a resource. Policy is required by law if the Board wishes to allow the practice.
BEB	*Emergency Meetings.* See Repeals List.
BEC	*Executive Sessions.* Edited and reorganized for clarity. Revisions reflect current requirements. Note that executive session requires a two-thirds vote of the *quorum* present. Policy is highly recommended because it represents a portion of the Board's bylaws.
BEDA	*Notification of School Board Meetings.* Edited for style. Update legal and cross references. Policy is highly recommended because it represents a portion of the Board's bylaws.
BEDB	*Agenda.* Revisions suggested to eliminate prescriptive language. "Agenda Format" is stricken as it is not necessary in policy. Policy is highly recommended because it represents a portion of the Board's bylaws.
BEDC	*Quorum.* See Repeals List.
BEDD	*Rules of Order.* No changes made. Policy is highly recommended because it represents a portion of the Board's bylaws.
BEDF	*Voting Method.* Revisions reflect current requirements. Policy is highly recommended because it represents a portion of the Board's bylaws.
BEDG	*Minutes.* Suggested revisions reflect current requirements. Policy is highly recommended because it represents a portion of the Board's bylaws.
BEDH	*Public Participation at School Board Meetings.* Edited and reorganized for clarity. Suggested revisions outline an orderly and efficient process for public comments at Board meetings. Some stricken procedural language is duplicative of regulation BEDH-R and/or has been moved to the regulation. Policy is highly recommended because it represents a portion of the Board's bylaws.
BEDH-R	*Public Participation at Board Meetings (Regulation).* [Recoded from BEDH-R(1)]. The language of this regulation is unnecessarily prescriptive and may limit the Board's ability to conduct an efficient meeting. Therefore, sample language is offered for Board review to simplify the regulation. Please revise further to reflect current or desired practice. Stricken language regarding communication with the Board is not germane to the subject matter of the regulation. Regulation is optional.

BEDH-R(1)	*Public Participation at Board Meetings (Agenda procurement & proper approach for participation in Board meetings (Regulation).* [Recoded BEDH-R.]
BG	*School Board Policy Process.* [Combined with BGA and BGD.] Revisions and CASB sample language suggested for a comprehensive approach to this subject. Policy is highly recommended because it represents a portion of the Board's bylaws and because is explains the policy update process to the community.
BG-R	*Policy Adoption (Waiver Requests) (Regulation).* No changes made. Regulation is optional.
BGA	*Policy Implementation.* [Combined with BG.]
BGD	*Board Review of Administrative Rules.* [Combined with BG.]
BID/BIE	*School Board Member Compensation/Expenses/Insurance/ Liability.* CASB sample language suggested for a comprehensive policy approach. Policy is optional.
BJ	*School Board Memberships.* No changes made. Policy is optional.
BK	*Board of Education Self Evaluation.* [Recoded BAA, Evaluation of School Board/Self-Evaluation.]

Draft prepared July 22, 2015

File: ~~BK~~ **BAA**

Evaluation of School Board ~~of Education~~ /Self-Evaluation

The Board of Education periodically shall establish realistic objectives related to Board procedures and relationships and shall, at the end of a specified length of time, measure its performance against the stated objectives through a self-evaluation process. The Board ~~of Education~~ believes that **such** periodic **self-**evaluations ~~of its operational procedures~~ will improve ~~the Board's~~**its** performance, exemplify the type of constructive evaluations encouraged for all school personnel and programs~~,~~ and promote a spirit of teamwork throughout the district. ~~A formal evaluation should provide the Board with suggestions useful in establishing goals it will strive to accomplish. How well the Board accomplished its goal will be a measure of its performance in any year.~~

The basic guidelines of the Board self-evaluation program ~~should~~ **shall** be **as follows**:

1. The evaluation must be constructive. The evaluation is a tool that assumes capability of improvement through a system of good planning, conscientious follow~~-~~through, and assessment of results.

2. The evaluation must recognize the difference between school district goals and goals that the Board sets for its own performance.

3. The evaluation should realize the three main functions of school board membership:

   a. governing body of the school district which represents the public~~.~~

   b. advocates of the student learners of the district~~.~~

   c. leaders of the total school program and the program relationship with other state and federal government agencies and political representatives~~.~~

3. The Board is to be evaluated as a body, not as individuals.

4. When the results have been discussed, the Board should establish objectives that **it** will attempt to accomplish before its next evaluation, and if necessary provide itself appropriate inservice to ensure it meets its own objectives.

5. An evaluation instrument should be designed to indicate strengths and weaknesses and to write suggestions.

6. The formal evaluation should take place annually at its July annual meeting.

~~Ultimately, the performance of a board member is measured at election. But that is not enough. It must be the responsibility of the Board to maintain and increase quality of the educational system by establishing those criteria which can be used to identify its own quality performance.~~

Adopted: ~~01/21/87~~**January 21, 1987**
Revised and recoded: date of manual revision

CROSS REF.: **BBA, School Board Powers and Responsibilities**

School Board Powers and ~~Duties~~ Responsibilities

Powers and mandatory duties of the Board are defined in state statutes.

This ~~The~~ Board considers that its most important functions fall into the following categories:

1. **Legislative or policymaking**. The Board is responsible for the development of policy and for the employment of a superintendent who will carry out its policy through the development and implementation of regulations.

2. **Educational planning and appraisal.** The Board is responsible for acquiring reliable information from responsible sources~~,~~ which will enable it to make the best possible decisions about the scope and nature of the educational program. The Board is responsible for requiring appraisal of the results of the educational program.

3. **Staffing and appraisal.** The Board is responsible for employing the staff necessary for carrying out the instructional program and establishing salaries and salary schedules~~,~~ and other terms and conditions of employment, as well as for personnel policies district~~-~~wide in application. The Board is responsible for appraising the effectiveness of its staff by providing for ~~their~~ regular evaluation.

4. **Financial resources.** The Board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials~~,~~ and equipment which will enable the district to carry out the educational program. The Board is responsible for exercising control over the finances of the district to ~~assure~~ **ensure** proper use of, and accounting for, all district funds.

5. **School facilities.** The Board is responsible for determining school housing needs, for communicating these needs to the community, for purchasing sites, and **for** approving building plans that will support and enhance the educational program.

6. **Communication with the public.** The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself informed about the wishes of the public.

7. **Judicial.** The Board is responsible for acting as a court of appeal for school staff members, students~~,~~ and the public when issues involve Board ~~policy~~**policies** and their fair implementation.

The Board may exercise the above powers and duties only when convened in a legally constituted meeting.

All powers of the Board lie in its action as a group. Individual Board members exercise authority only as they vote at a legal meeting of the Board and when the board has lawfully delegated authority to them.

~~Management Rights~~

~~The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Colorado, and of the United States, including, but without limiting the generality of the foregoing, the right:~~

~~1. To direct the work of its employees;~~

~~2. To hire, promote, demote, transfer, assign and retain employees in positions within the school system;~~

~~3. To suspend or discharge employees;~~

~~4. To maintain the efficiency of the school operations;~~

~~5. To determine services to be rendered by the public schools;~~

~~6. To take actions as may be necessary to carry out the mission of the public schools;~~

~~7. To determine the methods, means, and personnel by which operations are to be carried out;~~

~~8. To be the policy-making and governing body of the public schools; and~~

~~9. To take any other action which is in the best interests of the public schools.~~

~~"The exercise of the foregoing powers, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the conformance with the Constitution and laws of the State of Colorado and the Constitution and laws of the United States."~~

Adopted: ~~01/21/87~~ **January 21, 1987**
Revised: date of manual revision

LEGAL REFS.: **C.R.S. 22-9-101 *et seq.*** ***(licensed personnel evaluations)***
C.R.S. 22-32-109 ***(specific duties of boards)***
C.R.S. 22-32-110 ***(specific powers of boards)***

File: BBBA

Board Member Qualifications

A candidate for the office of school director shall be:

- ~~A~~a resident of the school district and a registered voter, as shown on the books of the county clerk and recorder, for at least 12 consecutive months prior to the election
- 18 years or older by the date of the election
- ~~A~~a citizen of the United States

No candidate may run representing a political party.

In addition, any person who has been convicted of, pled guilty or *nolo contendere* **to**, or received a deferred judgment or sentence for commission of a sexual offense against a child is ineligible for election to a school district board of education. Similarly, any board member who is convicted of, pleads guilty or *nolo contendere* to, or receives a deferred judgment for a sexual offense against a child while serving on a board shall become ineligible to serve and a vacancy shall be created. Any person who is the subject of a pending charge of commission of a sexual offense against a child at the time of election is ineligible for election to a school district board of education.

It is important that the candidate be sincerely and honestly interested in serving the whole school district for the best interests of all children. Board members shall be nonpartisan in dealing with school matters. The Board does not wish to subordinate the education of children and youth to any partisan principle, group interest or personal ambition.

Adopted: ~~05/02~~**May 2002**
Revised: date of manual revision

LEGAL REFS.: ~~C.R.S. 22-31-107~~
C.R.S. 1-2-101, 102 ***(qualification and registration of elections)***
C.R.S. 1-4-803 ***(petitions for nominating school directors)***
C.R.S. 22-31-107 ***(qualifications and nomination of candidates for school director)***

File: BC

School Board Member Conduct

Public office is a trust created by the confidence which the public places in the integrity of its public officers. To preserve this confidence, it is the desire of the Board to operate under the highest ethical standards.

In carrying out his/**her** fiduciary duties, a Board member shall not:

1. Disclose or use confidential information acquired in the course of ~~his~~ official duties to further ~~substantiate his~~**substantially the member's** personal financial interest**s**.

2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in ~~his~~**the** position **to depart from the faithful and impartial discharge of the Board member's public duties** or which ~~he~~**the member** knows or should know is primarily for the purpose of ~~rewarding him~~**a reward** for official action taken.

3. Engage in a substantial financial transaction for ~~his~~**the member's** private business purposes with a person whom ~~he~~**the member** supervises in the course of ~~his~~**official** duties.

4. Perform an official act which directly and substantially confers an economic benefit **tantamount to a gift of substantial value** on a business or other undertaking in which ~~he~~**the member** has a substantial financial interest or ~~in which he~~ is engaged as ~~a~~ counsel, consultant, representative or agent.

~~The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.~~

~~It is permissible for a Board member to receive:~~

~~1. Campaign contributions and contributions in kind which are reported in accordance with state law.~~

~~2. An occasional nonpecuniary gift which is insignificant in value.~~

~~3. A nonpecuniary award publicly presented by a nonprofit organization in recognition of public service.~~

~~4. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he is scheduled to participate.~~

~~5. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of his position.~~

~~6. Items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events. Tickets to these events may have to be reported in accordance with the public official disclosure law.~~

~~7. Payment for speeches, appearances or publications reported in accordance with the public official disclosure law.~~

It shall not be considered a breach of conduct for a Board member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates.

2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Adopted: ~~9/14/94~~**September 14, 1994**
Revised: date of manual revision

LEGAL REFS.: C.R.S. 1-45-~~108~~**101** ***et seq.*** *(**Fair** Campaign ~~Reform~~ **Practices** Act~~;~~ ~~requires report of campaign contributions and expenditures~~)*
C.R.S. 22-32-110 (1)(k) ***(specific powers of boards)***
C.R.S. 24-6-~~203~~**201** ***et seq.*** *(Public Official Disclosure ~~Act~~**Law**)*
C.R.S. 24-18-104 ***(rules of conduct for all public officers, general assembly, local government officials and employees)***
C.R.S. 24-18-109 ***(rules of conduct for local government officials and employees)***

File: BC-R

School Board Member Financial Disclosure

Board members are required by law to disclose certain items received in connection with serving on the Board. If Board members receive such items, they must file a report with the ~~county clerk and recorder~~ **secretary of state** on forms ~~supplied~~ **prescribed** by the secretary of state. Such report must be filed on or before January 15, April 15, July 15 and October 15 of each year, and shall cover the period since the last report. The report must contain the name of the person from whom the reportable item was received, its value and the date of receipt. Board members who do not receive any items that must be reported are not required to file a report.

Items which must be reported include the following:

1. Any money received, including a loan, pledge, advance ~~or~~, guarantee of a loan **or any forbearance or forgiveness of indebtedness from any person** with a value ~~of $25 or more~~ **greater than $53**.

2. Any gift of any item of real or personal property other than money with a value ~~of $50 or more~~ **greater than $53**.

3. Any loan of real or personal property if the value of the loan is ~~$50 or more~~ **greater than $53**. "Value of the loan" means the cost saved or avoided by the Board member by not borrowing, leasing or purchasing comparable property from a source available to the general public.

4. Any payment for a speech, appearance or publication.

5. Tickets to a sporting, recreational, educational or cultural event with a value ~~of $50 or more~~ **greater than $53** for ~~a~~ **any** single event ~~or a series of tickets to sporting events of a specific team during a season or to cultural events of a specific company with a total value of $100 or more~~.

6. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention**, fact-finding mission or trip,** or other meeting ~~at which~~ **if** the ~~Board~~**board** member ~~or candidate for the Board~~ is scheduled to **deliver a speech, make a presentation,** participate **on a panel or represent the school district** unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB).

7. Any gift of a meal to a fund-raising event of a political party.

~~The financial disclosure need not include the following:~~

~~1. A contribution or contribution in kind that already has been reported pursuant to the Fair Campaign Practices Act.~~

~~2. Any item of perishable or nonpermanent value including meals unless such item is required to be reported under #5 or #7 above.~~

~~3. A non-pecuniary award publicly presented by an organization in recognition of public service.~~

~~4. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention or other meeting in which the individual is scheduled to participate if the payment or reimbursement is made from public funds or from the funds of any association of public officials or entities such as CASB.~~

~~5. Payment of salary from employment including other government employment.~~

To avoid misunderstandings about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given.

~~Adopted~~**Approved**: ~~05/17/07~~**May 17, 2007**
Revised: date of manual revision

LEGAL REF.: C.R.S. 24-6-201 *et seq.* *(~~Colorado Sunshine Act~~ **P**public **O**official **D**~~d~~isclosure **L**aw)*

File: BCA-E-1

Code of Ethics for School Board Members

As a member of my local ~~board~~**Board** of education, I will strive to improve public education and to that end I will:

- Attend all regularly scheduled ~~board~~**Board** meetings insofar as possible and become informed concerning the issues to be considered at those meetings.
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held ~~board~~**Board** meetings.
- Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Encourage the free expression of opinion by all ~~board~~**Board** members and seek systematic communications between the ~~board~~**Board** and students, staff and all elements of the community.
- Work with other ~~board~~**Board** members to establish effective ~~board~~**Board** policies and to delegate authority for the administration of the schools to the superintendent.
- Communicate to other ~~board~~**Board** members and the superintendent expressions of public reaction to ~~board~~**Board** policies and school programs.
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations.
- Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.
- Avoid being placed in a position of conflict of interest and refrain from using my ~~board~~**Board** position for personal or partisan gain.
- Take no private action that will compromise the ~~board~~**Board** or administration and respect the confidentiality of information that is privileged under applicable laws.
- Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

~~Adopted~~**Issued**: ~~05/17/07~~**May 17, 2015**
Revised: date of manual revision

CASB SAMPLE EXHIBIT

File: BCA-E-2

NOTE: This exhibit does not need to be filed in the Board's policy manual. It is provided as informational only and if applicable, may be kept by the district in another location.

Board Member Code of Ethics

According to the Colorado Revised Statutes 24-18-105, the following ethical principles for school board members "are intended as guides to conduct and do not constitute violations as such of the public trust of office..."

1. A board member "should not acquire or hold an interest in any business or undertaking which that member has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by an agency over which the member has substantive authority."

2. A board member "should not, within six months following the termination of office..., obtain employment in which the member will take direct advantage, unavailable to others, of matters with which the member was directly involved during the term of [office]. These matters include rules, other than rules of general application, which the member actively helped to formulate and applications, claims or contested cases in the consideration of which the member was an active participant."

3. A board member "should not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the member has a substantial financial interest in a competing firm or undertaking."

4. A board member is discouraged "from assisting or enabling members of [the board member's] immediate family in obtaining employment, a gift of substantial value, or an economic benefit tantamount to a gift of substantial value from a person whom [the board member] is in a position to reward with official action or has rewarded with official action in the past."

(Issue date)

School Board Member Conflict of Interest

Public office is a trust created in the interest of the common good and for the benefit of the people. A conflict of interest can arise when a public officer is unable to devote himself/herself with complete loyalty and singleness of purpose to the general public interest.

It is the intent of this policy to protect the public trust placed in directors of this school district. For purposes of this policy, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite and demonstrable and which is or may be in conflict with the public interest.

A Board member who has a personal or private interest in a matter proposed or pending before the Board shall disclose such interest to the Board, shall not vote on it and shall not attempt to influence the decisions of other Board members in voting on the matter.

However, if a Board member has complied with statutory disclosure requirements by notifying the secretary of state of an interest in the matter, the member may vote if participation is necessary to obtain a quorum or otherwise enable the Board to act. If a member votes under these circumstances, that member shall state for the record the fact and summary nature of the potential conflict of interest.

The written disclosure to the secretary of state shall list as applicable the amount of the member's financial interest, the purpose and duration of any services rendered, compensation received for services or such other information necessary to describe the interest.

The Board considers it a conflict of interest for a Board member to also be employed by the district. Therefore, the Board shall not hire any of its members as an employee of the district nor shall the Board approve any compensation for a member for services rendered to the district as an employee except for services rendered to the Board as provided by law. ~~*[State law allows the Board to compensate certain officers of the Board for services rendered in the course of their official Board duties, including the Board secretary, assistant secretary, treasurer and assistant treasurer.]*~~ Therefore, an employee elected to the Board shall be required to relinquish employment with the district prior to taking office. Employees are encouraged to consider this prior to running for the Board.

Members may be reimbursed for authorized expenses in carrying out Board duties as provided by law.

The Board shall not enter into any contract with any of its members or with a firm or corporation in which a member has a financial interest unless one or more of the following apply:

1. The contract is awarded to the lowest responsible bidder based on competitive bidding procedures.

2. The merchandise is sold to the highest bidder at a public auction.

3. The transaction involves investing or depositing money in a financial institution which is in the business of loaning money or receiving money.

4. If, because of geographic restrictions, the district could not otherwise reasonably afford the contract because the additional cost to the district would be greater than 10 percent of the contract with the interested member or if the contract is for services that must be performed within a limited time period and no other contractor can perform the services.

5. If the contract is one in which the Board member has disclosed a personal interest and is one on which the member has not voted or has voted as allowed in state law following disclosure to the secretary of state and to the Board.

Except as described above, a Board member shall not be a purchaser at any sale or a vendor for any purchase made by the district.

~~A member of the Board may request an advisory opinion from the secretary of state concerning issues relating to his or her conduct and potential conflict of interest.~~

Adopted: ~~11/84~~**November 1984**
Revised: ~~9/19/1990~~ **September 19, 1990**
Revised: ~~4/18/2013~~ **April 18, 2013**
Revised: date of manual revision

LEGAL REFS.: Colorado Constitution, Article X, Section 13
C.R.S. 22-32-109 (1)(y) *(duty of board to adopt bylaws on conflicts of interest)*
C.R.S. 24-18-109 *(government rules of conduct)*
C.R.S. 24-18-110 *(voluntary disclosure)*
C.R.S. 24-18-201 *(standards of conduct – interests in contracts)*
C.R.S. 24-18-202 *(standards of conduct – interests in sales)*

CROSS REFS.: BC, School Board Member Conduct
BCA-E-1, Code of Ethics for School Board Member
BEDF, Voting Method
DJE, Bidding Procedures

Board Organizational Meeting

Within 15 days after the ~~canvass of the vote cast in each regular biennial school election~~**school district receives the official abstract of votes**, the Board shall meet in an organizational session **at a regular or special meeting** for the purpose of ~~electing~~ **selecting** officers.

The incumbent president of the Board shall preside until a successor is elected, whereupon the successor will assume the chair.

Following ~~the canvass of election votes and~~ the swearing in of the newly-elected Board member or members, the following officers, in order, shall be elected or appointed: president, vice- president, secretary and treasurer.

Nominations for president and vice president shall be made from the floor and voting shall be by roll call or secret ballot. Should no nominee receive a majority vote of Board members, the election shall be declared null and void, further nominations may be made and the roll call or secret ballot **vote** shall be retaken.

The president and vice president shall serve two-year terms and shall hold office until their successors are elected.

The Board shall then ~~elect or~~ appoint a secretary and treasurer who may or may not be members of the Board. The secretary and treasurer shall hold their offices for terms at the pleasure of the Board.

Following election and~~/or~~ appointment of the officers, the Board shall appoint the staff members who will fill the offices of secretary to the Board and assistant treasurer.

Then such other items of business shall be considered by the Board as are scheduled on the agenda.

Officer resignation

Should one or more officers of the Board resign, the Board shall select another member or members to fill the vacant office or offices as provided by law, using the procedures described above. A newly-selected officer shall assume the duties immediately upon selection. Inasmuch as the selection of a new officer on a four-officer, five-member board frequently requires a shifting of officers it shall be permissible for a member to be nominated for another office without resigning the current office. Upon acceptance of the nomination and election to the new office, the former office shall be declared vacant and another member elected to fill that position.

Adopted: ~~01/21/87~~ **January 21, 1987**
Revised: ~~03/18/92~~ **March 18, 1992**
Revised: ~~07/26/00~~ **July 26, 2000**
Revised: date of manual revision

LEGAL REFS.: **C.R.S. 22-31-104 (3)** ***(biennial school elections)***
~~1973~~ C.R.S. 22-32-104 (1),(2),(3),(4) ***(organization of the board)***
C.R.S. 22-32-108 (5) ***(meetings of the board)***
~~1973~~ C.R.S. 22-32-108 (6) ***(meetings of the board – voting procedure)***

Board ~~Member Duties~~ Officers

President and vice president

~~The Board of Education, representing the people of the district, shall function as a policy-making authority having complete jurisdiction over the school and its employees in accordance with Colorado School Law and Colorado Revised Statutes as well as Federal Laws and Regulations.~~

The president of the Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to ~~his~~ **the** office. In carrying out ~~his~~ **the** responsibilities, the president shall:

1. Preside at all meetings of the Board.

2. **Serve as the main point of contact between the Board and the superintendent.**

3. ~~2.~~Consult with the superintendent in planning agendas.

4. ~~3.~~Bring before the Board such matters as in ~~his~~ **the president's** judgment may require the attention of the Board.

5. ~~4.~~Be responsible for the orderly conduct of Board meetings.

6. ~~5.~~Confer with the superintendent on crucial matters ~~that~~**which** may occur between Board meetings.

7. ~~6.~~Call special meetings of the Board ~~as found~~**when** necessary.

8. ~~7.~~Appoint special committees, subject to the approval of the Board.

9. ~~8.~~Sign any written contract**s approved by the Board** to which the school district may be a party.

10. ~~9.~~Sign all official reports of the district except as otherwise provided by law.

11. ~~10.~~Appear in behalf of the Board in all actions brought by or against it, unless individually a party~~,~~ in which case ~~his~~**the** duty shall be performed by the ~~secretary.~~ **vice president.**

~~11. Act as public spokesman for the Board except as this responsibility is delegated to others.~~

In the absence of the president, the vice president shall have ~~the powers of the president~~ and perform ~~his~~**all of the powers and** duties **of the president**.

Secretary

The secretary of the Board shall perform the following duties:

1. ~~Insure~~ **Ensure** that a record is kept of all business transacted by the Board at either regular or special meetings.

2. Cause written notice to be given to each Board member of all special meetings of the Board.

3. Be custodian of the seal of the district.

4. Cause all notices of school elections to be published and posted and perform such other duties in the conduct of school elections as required by law.

5. Attest any written contract to which the district may be a party and affix the district seal thereto.

6. Perform such other duties as may be assigned by the Board.

Treasurer

~~TheTreasurer shall sign all warrants drawn upon the district. The Treasurer shall perform such other duties as may be required by law, or delegated to same by the Board of Education.~~ The ~~t~~Treasurer shall perform **or cause to be performed** the following duties:

1. Account for all moneys belonging to the district.

2. Report to the Board as required for all moneys of the district.

3. Sign either by written signature or facsimile all warrants or orders drawn on the county treasurer or checks drawn on a district depository. The Board may require the countersignature of another person.

4. Deposit to the credit of the district all moneys withdrawn from the custody of the county treasurer and all other moneys belonging to the district in one or more depositories designated by the Board.

5. Perform such other duties as may be assigned by the Board.

Adopted: ~~01/21/87~~**January 21, 1987**
Revised: date of manual revision

LEGAL REFS.: C.R.S. 22-32-104 (3); 22-32-105 ***(president and vice president)***
C.R.S. 22-32-104 (4); 22-32-106 ***(secretary)***
C.R.S. 11-10.5-111; 22-32-104 (4); 22-32-107 ***(treasurer)***

CROSS REFS.: DG, Banking Services (and Deposit of Funds)
DH, Bonded Employees and Officers

Ellicott School District #22, Ellicott, Colorado

~~MEMBERS OF ADVISORY COMMITTEE~~
Advisory Committees

~~The Board and superintendent shall jointly select a list of lay citizens and staff members to serve on Advisory Committees. The Board shall approve the list for appointment. The superintendent shall appoint the Committee from the lsit of approved citizens and staff members.~~

The Board encourages the participation of citizens of the district in decision making processes. However, the legal responsibility for decision making in all matters of policy and operation rests with the Board.

1. **Board-appointed advisory committees, both district-wide and at the school level, shall function within organizational frameworks approved by the Board. A staff member or members will be assigned to each group to help it develop an appropriate constitution and/or bylaws, carry out its functions and coordinate its work with other advisory and staff groups. Only the Board shall have the authority to dissolve committees it has created.**

2. **School- and district-level advisory committees that are required under federal and state programs shall be formed and shall function in accordance with the requirements pertaining to each specific federal or state program. The Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation and evaluation of such program or project in accordance with applicable law.**

3. **Community groups that are neither appointed by the Board nor formed as required under federal or state programs are encouraged to offer suggestions and advice to the Board in order to assist it in the decision making process. The final responsibility for all decisions, however, rests with the Board of Education alone.**

Appointments of citizens to advisory committees shall be approved by the Board. An advisory committee member shall be removed from office by the Board if that member does not attend three consecutive meetings unless the committee by resolution approves any additional absences or unless such absences are due to temporary disability or illness. In addition, the committee by majority vote may request the removal from office of any member. Such removal shall require subsequent Board approval.

If required by state law, advisory committee meetings shall be open to the public and meeting notices shall be posted. If notice of the meeting is legally required, such notice shall be posted in the same place and manner as notices of Board meetings.

Adopted: ~~06/75~~**June 1975**
Revised: **date of manual revision**

LEGAL REFS.: C.R.S. 22-9-107 *(licensed personnel performance evaluation council)*
C.R.S. 22-11-301,401 *(accountability committees)*
C.R.S. 22-32-109.1 (2) *(community consultation on safe school plan, including student conduct and discipline code)*
C.R.S. 24-6-402 *(open meetings law)*

CROSS REFS.: AE, Accountability/Commitment to Accomplishment
BDFA*, District Personnel Performance Evaluation Council
BDFB*, Career and Technical Advisory Council (Career and Technical Program Advisory Committees)
BEDA, Notification of Board Meetings
CBI, Evaluation of Superintendent
GCO, Evaluation of Licensed Personnel
JIC, Student Conduct
JK, Student Discipline
KCB, Community Involvement in Decision Making

File: BDFA*

District Personnel Performance Evaluation Council

In accordance with state law, t~~T~~The Board of Education shall appoint~~, pursuant to state law,~~ an advisory ~~school~~ district **licensed** personnel performance evaluation council ~~which shall, at~~**. At** a minimum, **the council shall** consist of one teacher, one administrator, one principal, one parent and one person who does not have a child in school.

The council may be composed of any other school district committee having membership as defined above.

The council shall consult with the Board as to the fairness, effectiveness, credibility and professional quality of the licensed personnel performance evaluation system and its processes and procedures and shall conduct a continuous evaluation of the system.

Adopted: ~~05/17/07~~**May 17, 2007**
Revised: date of manual revision

LEGAL REF.: C.R.S. 22-9-107 ***(licensed personnel** performance evaluation councils)*

CROSS REFS.: CBI, Evaluation of Superintendent
CFB, Evaluation of Principals/Building Administrators
GCOA, Evaluation of Instructional Staff
GCOC, Evaluation of Administrative Staff

File: BDFB*

~~Vocational~~ Career and Technical Advisory Council

(~~And Vocational~~ Career and Technical Program Advisory Committees)

The Board of Education shall appoint a ~~vocational~~**career and technical** advisory council which shall assist the Board and administration in overall promotion, planning, coordination and evaluation of all district ~~vocational~~**career and technical** education programs. The council shall study issues, offer advice and make recommendations regarding:

1. Current job needs
2. Relevance of current training programs
3. Reduction, deletion or expansion of programs
4. Initiation of new programs
5. Financial and legislative support
6. Promotion of ~~vocational~~**career and technical** education in the schools and in the community

The advisory council shall provide for input from ~~vocational~~ **career and technical** program advisory committees.

The council shall represent a cross-section of the community in terms of sex, race, age, occupation, socioeconomic status, geographical location and other appropriate factors. The district accountability committee may fulfill this function.

The Board also shall appoint an advisory committee for each ~~vocational~~**career and technical** education program provided by the district. Program advisory committees shall assist ~~vocational~~**career and technical** instructors and administrators in establishing, operating and evaluating programs to serve the needs of students, business and industry and shall provide expertise pertaining to technological change.

Each program advisory committee shall be representative of the occupations in the community for which training is provided. The ~~vocational~~**career and technical** instructor shall serve as an *ex officio* member of the committee.

The Board shall approve written guidelines or operational procedures (bylaws) for the advisory council and each program committee which shall specify its composition, length of terms, responsibilities and rules for conducting business.

~~Adoption date~~**Adopted**: ~~05/17/07~~**May 17, 2007**
Revised ~~date~~: ~~03/19/09~~**March 19, 2009**
Revised: date of manual revision

LEGAL REFS.: C.R.S. 23-8-103 (2)(c) *(~~vocational~~**career and technical** education program school grant eligibility)*
C.R.S. 23-60-303 *(occupational education)*

CROSS REF.: AE, Accountability/Commitment to Accomplishment

Preschool Council

The superintendent shall appoint an advisory council that provides assistance and makes recommendations in implementing and coordinating a preschool program funded through the Colorado Preschool Program Act.

Membership

~~Membership~~**At a minimum, membership** on the advisory council will include ~~but not be limited to~~ the following:

1. The superintendent or designee
2. Two parents of children in the preschool program appointed by the superintendent
3. Two members of the business community appointed by the superintendent
4. Representatives from the following ~~agencies~~:
    a. **El Paso** County ~~or District~~ Department of Health
    b. **El Paso** County ~~or District~~ Department of Social Services
    c. The county agency involved in job services and training
    d. Publicly funded early childhood education agencies located in the school district
    e. Privately funded child care centers located in the school district
    f. A charter school located in the district that has a preschool program *[if applicable].*

Appointed members will serve for two-year terms. Any vacancy among the appointed members will be filled by appointment by the superintendent for the unexpired term.

Officers

Members of the council will elect a chairman for a one-year term, who may be elected to a second term.

~~Duties~~

~~In accordance with law, the council will:~~

~~1. Assist the district in the implementation of the preschool program.~~

~~2. Develop and recommend to the Board of Education plans for coordinating the preschool program with:~~

~~a. Extended day services for children participating in the program and their families in order to achieve an increased efficiency in the services provided.~~

~~b. Family support services for children participating in the program and their families.~~

~~c. A program to train parents to provide teaching activities in the home prior to the entrance of their children in the preschool program.~~

~~3. Define any additional student eligibility criteria.~~

~~4. Develop a preschool program evaluation.~~

~~5. Develop a training program for preschool program staff using all available community resources. The district may request ongoing training of personnel from the Colorado Department of Education as needed in order to promote successful implementation of the preschool program.~~

~~6. Recommend to the Board a plan for the annual evaluation of the preschool program.~~

~~6. Provide any other appropriate assistance to the school district in the implementation of the preschool program.~~

~~7. At least once every two years, assess whether alternative community providers are available in order to ensure the highest quality service delivery at the lowest cost.~~

The council shall have those duties prescribed by state law.

No action taken by the council will be final ~~until~~ **unless** approved by the Board of Education.

Meetings

The council will meet a minimum of six times per year.

In addition, members of the council will make at least two on-site visits per year to all HeadStart agencies and public and private child care facilities with which the district has contracted to monitor overall program compliance and make recommendations for **any** needed improvements.

~~Adoption date~~**Adopted**: ~~05/17/07~~**May 17, 2007**
Revised ~~date~~: ~~03/19/09~~**March 19, 2009**
Revised: date of manual revision

LEGAL REFS.: C.R.S. 22-28-105 *(preschool-program council duties)*
C.R.S. 22-28-107 *(ongoing training available from CDE)*

CROSS REF.: IHBIB, Primary/Preprimary Education

File: BDFD*

District ~~Drug Abuse Education~~Safe and ~~Prevention~~Drug-Free Schools Advisory Council

In accordance with federal law and as a recipient of funding under the **Safe and** Drug-Free Schools and Communities Act, the Board of Education shall appoint a district **safe and** drug ~~abuse and education~~**-free schools** advisory council.

At a minimum, the council shall consist of one individual representing each of the following groups: parents, state and local government officers, ~~medical professionals, local law enforcement agencies,~~**teachers and other district staff, representatives of the schools to be served (including private schools),** community-based organizations, and other groups with interest and expertise in the field of drug ~~abuse education~~ **and violence prevention activities, such as medical, mental health and law enforcement professionals**. One individual may represent more than one of these groups.

~~The council also may include students and senior citizens.~~

The council may provide advice to the **district and** Board in the planning, implementation and evaluation of school-based programs and may help coordinate such programs with related community efforts and resources.

Adopted: ~~05/17/07~~ **May 17, 2007**
Revised: date of manual revision

LEGAL REFS.: ~~20 U.S.C. 3221 *(defines drug abuse education and prevention)*~~
20 U.S.C. 7114(c) ***(Safe and Drug-Free Schools and Communities Act)***
~~20 U.S.C. 3224a *(Drug-Free Schools and Communities Act of 1986, as amended in 1989)*~~

CROSS REFS.: GBEC, **Alcohol and** Drug-Free Workplace ~~(Drug and Alcohol Use by Staff Members)~~
IHAMA, Teaching about Drugs, Alcohol and Tobacco
JICH, Drug and Alcohol ~~Use~~**Involvement** by Students

File: BE

School Board Meetings

All meetings of three or more members of 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 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.

A recording shall be made of regular and special meetings as required by law and at a minimum, shall be an audio recording. Recordings shall be maintained for 90 days.

Regular meetings

Regular meetings of the Board of Education shall be held on the third Thursday of each month, except the month of December, when the meeting will be the second Thursday, at 7:00 p.m. unless otherwise established by the Board. Two work sessions ~~are to~~**shall** be planned each month, unless otherwise established by the Board.

Regular meetings of the Board of Education shall be held in the **B**~~b~~oard room of the administration building, 395 S. Ellicott Hwy~~.;~~**,** Ellicott, CO 80808~~;~~. ~~unless~~ **If** 40 or more individuals are in attendance, ~~at which time~~ the meeting shall be moved to another location to accommodate attendees.

Special meetings

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

The secretary of the Board shall be responsible for giving a 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~~ to the member. The notice must contain time, place and purpose of the meeting and names of the members 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.

No business other than that stated in the notice of the meeting shall be transacted unless **the item is reasonably related to the subject matter on the notice or an exigency exists. In addition,** all members ~~are~~ **must be** present and ~~agree to consider and transact other business~~ **cast a unanimous vote to amend the agenda**.

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.

Adopted: ~~07/17/85~~ **July 17, 1985**
Revised: ~~10/15/09~~ **October 15, 2009**
Revised: ~~01/12/2012~~ **January 12, 2012**
Revised: date of manual revision

LEGAL REFS.: C.R.S. 22-32-108 *(board meetings)*
C.R.S. 24-6-401 *et seq.* ~~*(Colorado Sunshine Law)*~~***(open meetings law)***

CROSS REFS.: **BEAA*, Electronic Participation in School Board Meetings**
BEC, Executive Sessions
BEDA, Notification of Board Meetings

CASB SAMPLE POLICY

File: BEAA*

NOTE: Colorado school boards are required by law to adopt a policy regarding electronic participation in board meetings, if the board wishes to allow this practice. The law contains specific direction regarding the content of such policy. This sample contains the content/language that CASB believes best meets the intent of the law. However, the board should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Electronic Participation in School Board Meetings

Board members may attend and participate by electronic means in regular or special meetings of the Board in accordance with this policy and state law. For purposes of this policy, "electronic means" shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

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. *[Note: Insert local restrictions here. The following sentence provides examples for the Board's consideration.]* 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.

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 shall 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.

[Note: The following two paragraphs are a suggested practice. The Board should discuss the process to follow when a Board member requests to participate in a meeting by electronic means and the requirements to do so and then include them in this policy.]

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 notification is not possible, the Board member shall notify the Board president and superintendent as soon as is reasonably possible of the request to attend by electronic means.

If the request is approved, a 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.

[Note: The following paragraph is a suggested practice. State law requires the Board to determine the maximum number of Board meetings a member may attend by electronic means. C.R.S. 22-32-108 (7)(b)(III). The policy must also describe when the Board will declare a vacancy. Id.]

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.

(Adoption date)

LEGAL REFS.: C.R.S. 22-31-129 *(board vacancies)*
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. 24-6-401 *et seq.* *(open meetings law)*

CROSS REF.: BE, School Board Meetings

Executive Sessions~~/Open Meetings~~

All ~~regular and special~~ meetings of the Board shall be open to the public except that at any regular or special meeting the Board may proceed into executive session upon affirmative vote of two-thirds of the ~~Board members~~ **quorum** present.

The Board shall not make final policy decisions nor shall any resolution, policy~~,~~ or regulation be adopted or approved nor shall any formal action of any kind be taken during any executive session. ~~The Board is authorized to approve written minutes of an executive session in executive session, if written minutes are taken.~~

Prior to convening in executive session, the Board shall announce the topic of the executive session which shall be reflected in the minutes. **The Board shall include the specific citation to statute authorizing it to meet in executive session when it announces the session and identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized.**

NOTE: As stated in the above paragraph, the Board must refer to the specific citation to statute authorizing it to meet when it announces the session. The following numbered paragraphs list the permissible executive session topics with the legal citation for each. Each topic is a subsection of C.R.S. 24-6-402 (4). The Board may choose not to include these legal citations in this policy and instead simply list the topics.

The Board may hold an executive session for the sole purpose of considering any of the following matters:

1. Purchase, acquisition, lease, transfer~~,~~ or sale of any real, personal~~,~~ or other property. However, no executive session shall be held to conceal the fact that a member of the Board has a personal interest in such property transaction. **C.R.S. 24-6-402 (4)(a).**

2. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. **C.R.S. 24-6-402 (4)(b).** The mere presence or participation of an attorney at an executive session shall not be sufficient to satisfy this requirement.

3. Matters required to be kept confidential by federal or state law or regulations. **C.R.S. 24-6-402 (4)(c).** An announcement will be made indicating the specific citation to state or federal law~~,~~ which is the reason the matter must remain confidential.

4. Specialized details of security arrangements or investigations. **C.R.S. 24-6-402 (4)(d).**

5. Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations~~, and instruction of negotiators~~ **and instruction of negotiators except that discussion of negotiations relating to collective bargaining or employment contracts**

shall occur in a public meeting, unless an executive session is otherwise allowed. C.R.S. 24-6-402 (4)(e).

~~1.~~**6.** Personnel matters except if an employee who is the subject of an executive session requests an open meeting. **C.R.S. 24-6-402 (4)(f).** If the personnel matter involves more than one employee, all of the employees must request an open meeting. Discussion of personnel policies that do not require discussion of matters specific to particular employees are not considered "personnel matters."

The ~~teacher~~**Teacher** Employment, Compensation~~,~~ and Dismissal Act shall prevail in teacher dismissal hearings. (It provides that a dismissal hearing shall be open unless either the administration or employee~~s~~ requests **that** the hearing be closed.)

Discussions concerning a member of the Board, ~~or~~ any elected official~~,~~ or the appointment of a Board member are not considered "personnel matters."

~~6.~~**7.** Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act, except that consideration of work product documents and documents subject to the governmental or deliberative process privilege must occur in a public meeting, unless an executive session is otherwise allowed. **C.R.S. 24-6-402 (4)(g).**

~~7.~~**8.** Discussion of individual students where public disclosure would adversely affect the person or persons involved. **C.R.S. 24-6-402 (4)(h).**

~~The Board shall include the specific citation to statute authorizing it to meet in executive session when it announces the session and identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized.~~

Only those persons invited by the Board may be present during any executive session regardless of the topic of the session (including personnel matters ~~except as provided above~~).

The Board shall cause an electronic recording to be made of the executive session ~~which~~**in accordance with applicable law. Such record** shall be retained by the Board for 90 days following the session. ~~No electronic record shall be made of an executive session held for the purpose of discussion of an individual student matter or of a session in which the discussion involves a privileged attorney-client communication. The electronic record must include the specific statutory citation to the executive session law that allows the Board to meet in executive session.~~

Adopted: ~~07/17/85~~**July 17, 1985**
Revised: ~~07/26/00~~ **July 26, 2000**
Revised: ~~05/02~~**May 2002**
Revised: ~~07/19/06~~**July 19, 2006**
Revised: date of manual revision

LEGAL REF**S**.: C.R.S. 22-32-108 (5) ***(meetings of the board)***
C.R.S. 22-32-108 (5)(d) ***(executive session minutes)***

C.R.S. 22-32-109.4 (4) ***(board meeting "at which a collective bargaining agreement is discussed" must be open to the public)***
C.R.S. 24-6-402 ***(open meetings law)***

File: BEDA

Notification of School 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 place(s) used in the previous year shall continue as the official posting site(s).

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 **d**~~D~~istrict **a**~~A~~dministrative **o**~~O~~ffice upon publication and dissemination to the Board.

The district shall maintain a list of persons who, within the previous two years, have requested notification of all meetings or of meetings when certain specified policies will be discussed. These individuals will be provided reasonable advance notification of Board meetings unless the meeting is a special meeting and there is insufficient time prior to the meeting to mail notice to persons on the list.

Notice to the Board

The superintendent shall mail 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: ~~05/17/07~~ **May 17, 2007**
Revised: date of manual revision

LEGAL REFS.: C.R.S. 22-32-108 (2),(3) *(meetings of the board)*
C.R.S. 24-6-402 (2)(c) ~~*(open meeting law)*~~ ***(notice of meeting "shall include specific agenda information where possible")***

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

~~School Board Meeting~~ Agenda~~'s~~

To expedite the Board's proceedings and provide a framework for the orderly conduct of business, ~~one week prior to the scheduled date of the meeting,~~ the superintendent ~~will send a draft~~ **in cooperation with the Board president shall prepare an** agenda ~~to the School Board President. The School Board President shall review the draft provided by the superintendent; add any additional items for discussion and send the approved agenda to the board administrative assistant for publication and posting. The agenda will outline~~ **outlining** the matters to be brought to ~~the~~ Board~~'s~~ attention at ~~the~~ meeting**s**.

~~Any member of the school board may request that an item(s) be included in the agenda, by notifying the board president that they wish an item(s) included in the agenda. Any items suggested by a board member shall be placed on the agenda and become a topic for public discussion.~~

The Board shall follow the order of business set by the agenda unless the order is altered or new items **are** added ~~by vote of~~**in accordance with this policy. At regular and special meetings,** ~~the Board during the meeting.~~ ~~t~~The Board may add to or take action on matters not appearing on the ~~printed~~ **posted** agenda ~~at regular meetings only by unanimous~~**if the item is reasonably related to the subject matter on the posted agenda or if an exigency exists. Amending the agenda of a regular meeting requires a majority** vote of Board members present. ~~Items may be added to the agenda of a special meeting only when all~~**All** Board members ~~are~~**must be** present and cast a unanimous vote **to amend the agenda of a special meeting.**

Consent ~~g~~Grouping

A consent grouping on the agenda shall be used for those items which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

~~Agenda Format~~

~~The Order of business at regular meetings shall be as follows:~~

~~1. Call to order/Pledge of Allegiance~~
~~2. Agenda Review~~
~~3. Student and Staff Recognition~~
~~4. Public Input~~
~~A. PTA/Booster Association Items~~
~~B. Schriever AFB Items~~
~~C. District Employee Items~~
~~D. Public Items~~
~~5. Consent Items~~
~~6. Financials~~
~~7. Discussion for Action (if needed)~~
~~8. Action Items~~

~~9. Discussion Items~~
~~10. Summary Information~~
~~11. Future Board Requests~~
~~12. Adjournment~~

Adopted: ~~05/17/07~~ **May 17, 2007**
Revised: ~~1/12/2012~~ **January 12, 2012**
Revised: date of manual revision

LEGAL REFS.: **C.R.S. 22-32-108 (4)** ***(board meetings)***
C.R.S. 22-32-108 **(7)(a)** ***(a board member who participates electronically in conformance with the board's policy on electronic meeting participation is considered "present")***
C.R.S. 24-6-402 (2)(c) ***(notice of meeting "shall include specific agenda information where possible")***

CROSS REFS.: BEAA*, Electronic Participation in School Board Meetings
BEDA, Notification of School Board Meetings
BEDH, Public Participation at School Board Meetings

File: BEDD

Rules of Order

Except as otherwise specified by state law or Board policies pertaining to its own operating procedures, the Board shall operate by the rules prescribed in *Robert's Rules of Order, Newly Revised* as those rules can reasonably be applied to the conduct of school board business.

It shall be the responsibility of the Board president to utilize such rules when appropriate to do so.

Adopted: ~~05/17/07~~ **May 17, 2007**
Reviewed: date of manual revision

File: BEDF

Voting Method

All voting shall be by roll call with each member present voting "Aye" or "No" alphabetically. However, election of the president and vice president may be by secret ballot. **If a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes.**

A member may abstain from voting only if excused by the Board for good cause.

A Board member who has a personal or private interest in any proposed or pending matter which presents a conflict of interest in accordance with Board policy shall disclose such interest and shall not vote unless ~~his~~ participation is necessary to obtain a quorum or otherwise enable the Board to act. Under such circumstances, the member shall comply with the voluntary disclosure requirements set out in state law.

To pass, any motion must be approved by a majority of the members present except as state law or policies of this Board may require a majority of full membership **or a two-thirds majority**.

Adopted: ~~7/17/85~~ **July 17, 1985**
Revised: ~~9/19/90~~ **September 19, 1990**
Revised: date of manual revision

LEGAL REFS.: C.R.S. 22-32-104 (3) *(president and vice president must be elected by majority of the entire membership)*
C.R.S. 22-32-108 (6) *(voting by roll call, excused for good cause)*
~~C.R.S. 24-17-109 (3)~~
~~C.R.S. 24-17-110~~
C.R.S. 22-32-108 (7)(a) *(a board member who participates electronically in conformance with the board's policy on electronic meeting participation is considered "present")*
C.R.S. 24-6-402 (2)(d)(IV) *(outcome of a secret ballot vote must be recorded contemporaneously in the minutes)*
C.R.S. 24-6-402 (4) *(a two-thirds majority of the quorum present is required to go into executive session)*
C.R.S. 24-18-109 (3) *(conflict of interest and voting)*
C.R.S. 24-18-110 *(voluntary disclosure of conflict of interest)*

CROSS REFS.: **BEAA***, Electronic Participation in School Board Meetings
BCB, School Board Member Conflict of Interest
BE, School Board Meetings

Minutes

Minutes of any Board meeting at which the adoption of any policy or formal action occurs or could occur shall be taken and promptly recorded. Such records shall be open to public inspection.

Official minutes of the meetings of the Board of Education constitute the written record of all proceedings of the Board. Therefore, the minutes shall include:

1. The nature of the meeting, whether regular or special; time and place; members present; approval of the minutes of the preceding meeting or meetings.

2. A record of all actions taken by the Board, the motion, the name of the member making the motion and seconding it; the record of the vote, with the vote of each member recorded. **If a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes.** Reports and documents related to a formal motion may be omitted if they are referred to by title and date.

3. A record of all business that comes before the Board through reports of the superintendent and others and through communications from the staff and the public.

4. The names of all persons who speak before the Board and the topic of their remarks.

5. A record that an executive session was held~~,~~ **(if the Board convened in executive session),** including the names of those present and the topic of discussion, unless including names of individuals would reveal information that should remain confidential, ~~and~~ the specific citation to the statute that authorizes the Board to meet in executive session**, and the amount of time the topic was discussed**.

6. The record of adjournment.

The official minutes shall be signed by the secretary. Following their approval, the official copy also shall be signed by the president of the Board of Education.

The official minutes shall be in the custody of the Board secretary and shall be made available to the public ~~at the administrative offices of the district upon request during normal office hours~~**in accordance with the requirements of applicable state law**.

Adopted: ~~05/17/07~~**May 17, 2007**
Revised: date of manual revision

LEGAL REFS.: C.R.S. 22-32-106 *(duties of the secretary)*
C.R.S. 22-32-108 (5)(d) ***(board meetings - executive session minutes)***
C.R.S. 22-32-109 (1)(e) *(specific duties of the board)*
C.R.S. 24-6-402 (2)(d)(II) *(open meetings law – **minutes**)*

C.R.S. 24-6-402 (2)(d)(IV) ***(outcome of a secret ballot vote must be recorded contemporaneously in the minutes)***

File: BEDH

Public Participation at School Board Meetings

All regular and special meetings of the Board shall be open to the public. Because the Board desires to hear the viewpoints of all citizens throughout the **d**~~D~~istrict~~,~~ and also needs to conduct its business in an orderly and efficient manner, it shall schedule ~~one or more periods~~ **time** during ~~each meeting~~**some Board meetings** for **brief** comments and questions from the public. ~~It~~ **Some public comment periods** may **relate to specific items on the agenda. The Board shall** set a time limit on the length of ~~this period~~ **the public participation time** and~~/or~~ a time limit for individual speakers~~. Generally a time limit of 5 minutes per speaker will be utilized~~.

During times of general public comment at a regular meeting, comments and questions may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. During times of public comment on specific agenda items, comments shall be confined to the topic of the agenda item being considered by the Board. Speakers may offer such criticism of school operations and programs as concern them, but are encouraged to exercise their speech rights responsibly. **The Board encourages the discussion of all personnel matters to be conducted in executive session.**

The Board president shall be responsible for recognizing all speakers who shall properly identify themselves, for maintaining proper order and for adherence to any time limits set. **Questions asked by the public shall, when possible, be answered immediately by the president or referred to staff members present for reply. Questions requiring investigation shall be referred to the superintendent for consideration and later response.**

Members of the public will not be recognized by the president during Board meetings except as noted in this policy.

Members of the public wishing to make formal presentations before the Board should make arrangements in advance with the superintendent so that such presentations, when appropriate, may be scheduled on the agenda.

In addition to public participation time during Board meetings, the Board is committed to engaging members of the community on an ongoing basis regarding community values about education during **times other than the** Board**'s regular** meetings.

~~There are two options for a citizen of District 22 to address the board during regular, special and working meetings:~~

~~Option 1~~

~~Either before or on the day of the board meeting, the public may register to speak at the board meeting by submitting their request including their name, contact information (in case the board needs to research the answer to a question or comment) and the subject of their statement or concern.~~

~~Option 2~~

~~Citizens who wish to make public comment to the Board may direct these comments to the Superintendent by 4:00 p.m., two (2) days prior to the board meeting. The Superintendent shall insure that these individuals are included in the public input portion of the agenda.~~

~~The Board encourages the discussion of all personnel matters to be conducted in executive session.~~

~~Questions asked by the public shall, when possible, be answered immediately by the board or referred to staff members present for reply. Questions that cannot be answered immediately shall be answered within 7 days in writing by the board.~~

Adopted: ~~07/15/87~~**July 15, 1987**
Revised: ~~02/17/2011~~ **February 17, 2011**
Revised: ~~01/12/2012~~ **January 12, 2012**
Revised: date of manual revision

LEGAL REF~~S~~.: C.R.S. 24-6-401 *et seq.* *(open meetings law)*

CROSS REF.: KE, Public Concerns and Complaints

Public Participation at Board Meetings

~~(Agenda procurement & proper approach for participation in Board meetings)~~

~~**Agenda Procurement**~~

~~Board agenda reports will be available to the public on the D22 website the Monday before regular meetings. Agendas for special meetings will be on the meeting notice and at the meetings.~~

~~**Proper approach for participation in Board meetings**~~

~~**1. Citizens' Attendance At Board Meetings**~~

~~Citizens of the District have the expressed right and are encouraged to attend regular and special meetings of the Board of Education and to hear and observe the deliberations of its Directors. Citizens may be heard by the Board upon pertinent issues, subject to the following regulations and to the rulings of the Board President in his/her duty to expedite legitimate and objective discussion.~~

~~3. Procedure~~ Placing an item on the ~~for A~~agenda ~~Items~~

In the interest of orderly conduct of Board meetings, individuals or organizations desiring to be heard by the Board shall make their requests to the superintendent or Board secretary _____ business days prior to the scheduled meeting. The request must include the individual's name, address, purpose of the request and topic to be discussed. The superintendent shall review such requests to determine if the concern or issue may be resolved without placing the topic on the Board agenda. If necessary, the superintendent may ask for appropriate review by the district administration. Once such a review is complete, the superintendent shall place the item on the next Board meeting agenda as appropriate.

~~Any citizen may request to have an item placed on the agenda . He/she should submit in advance of the meeting a written request to the Superintendent stating his/her name, contact information, and topic about which he/she wishes to be placed as an agenda item. In order that the Board may fairly and adequately discharge its overall responsibility, citizens who wish to make requests, representations or proposals to the Board are required to direct these to the Superintendent at least by 4:00 pm two (2) days prior to the meeting. The Superintendent will deal with them according to the regulations approved by the Board.~~

~~During the development of the agenda it will be determined whether it is in the interest of the Board to allow the request and recognize the speaker. Should the President recognize the request, he/she may limit the time for the presentation and, if there are numerous requests to address the Board on the same subject, may select representatives to speak on each side of the issues.~~

~~Speakers may offer such criticism of school operations and programs as concern them, but are encouraged to exercise their speech rights responsibly.~~

~~All persons are to address the President and may direct questions or comments to Board Directors or Administrators upon approval of the President. Responses or answers may not be given during this meeting. Questions requiring investigation or~~

~~research will be referred to the superintendent for consideration and later response. The Board President or Superintendent will contact the individual within a reasonable time.~~

~~Any citizen may request the opportunity to speak regarding any issueandmust at the appropriate time be recognizedby the Board President to speak on that issue.The procedureto be followedfor a presentation will be governed by theprocedure for agenda items set forth above.~~

~~4. Procedure for~~ Speaking dDuring Board mMeetings

Citizens who wish to speak to the Board are invited to do so during the "comments from the audience" section of the meeting agenda. A person or representative of a group or organization intending to speak shall be required to sign up on a form provided by the Board prior to the beginning of the meeting. On the day of the Board meeting, the sign-up sheet for public comment shall be available in the administration office during regular business hours. The person signing up shall give the subject to be addressed, his or her name, address and telephone number and if applicable, the group or organization the person represents. The Board may limit the number of speakers.

No person shall be permitted to sign up for another person nor shall anyone be permitted to exchange time or yield time to another. At the beginning of the "comments from the audience" section, speakers will be called by the Board president in the order in which they are listed on the sign-in sheet.

The following guidelines shall be observed:

1. **Speakers shall limit their comments to _____ minutes unless the time limit is waived by a majority vote of the Board members present.**

2. **No charges or complaints against individual district employees shall be made.**

3. **Remarks that violate Board policies regarding unlawful discrimination shall not be tolerated.**

4. **Defamatory or abusive remarks or profanity shall not be tolerated.**

5. **If more than one person wishes to speak on the same topic, the new speaker shall be limited to providing new information only.**

6. **The Board and superintendent may ask questions of the speaker to better understand the comments made.**

7. **If the Board feels further action is necessary, the superintendent will be directed to take appropriate action. The results of such action shall be communicated to the concerned citizen.**

2. Identification of Speaker and Topic

The business of Regular and Special Meetings of the Board is kept on permanent record. Therefore it is necessary for every person who wishes to address the Board to state his/her name and the subject about which he/she wishes to speak.

During full agenda meetings, a separate period of time will be provided for "Public Input".

This is time set aside on the Board agenda when those scheduled for public input may make an announcement, express a concern about an agenda item, or ask that an item be placed on a future Board agenda. This will occur during the Public Input section of the agenda. This agenda item is scheduled for no more than 15 minutes unless otherwise directed by the Board.

Except when specified otherwise by the Board president, comments by individual citizens shall be limited to five (5) minutes with a 30 second warning on the time limit. Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meetings. Speakers may offer such criticisms of school operations and programs as concern them. But in public sessions, the Board encourages the discussion of personal complaints against any person connected with the school system be conducted in executive session.

5. Speakers On Scheduled Business

The above regulations are not designed to restrict the scheduled appearance of speakers who have regular business with the Board and whose presentations are provided for in the agenda. Participation by speakers who are present as witnesses in any hearing or by vendors or other business representatives who are present for the consideration of bid awards is guided by regulations affecting these special procedures.

6. School District Employees

Participation in Board Meetings by employees and their representatives is guided by personnel policies and regulations except that all employees have the right to attend Board Meetings in the same manner as all other citizens.

7. Complaints Regarding District Personnel

The Board encourages the discussion of all personnel matters to be conducted in executive session.

8. Applause for Speaker Comment Is Not Appropriate

Communication with the Board of Directors (How to access the Board)

Board contact information is on the D22 website and any person may contact the Board. However, no Director has the authority to act individually on behalf of the Board. The Board can only take action as a whole, through open, noticed public meetings.

~~Therefore, if someone contacts the Board, he/she should not expect to receive a response from the Board or any individual Director, other than at the next Board meeting.~~

~~Whether the board decides to respond to any particular communication or address a specific issue will depend on whether the matter falls within the Board's role.~~

~~Any interaction with individual Directors is simply informative and exploratory conversation. Each Director is free to provide a personal point of view and interact as an individual as their schedule permits, but discussions, opinions, views, statements and explanations of any kind, whether verbal or written, expressed by individual Directors, should be considered to be the personal opinion of the Director, may not be representative of the Board and are not binding on the Board or Ellicott District 22.~~

~~Directors shall exercise due care in expressing their personal opinions, and shall otherwise communicate regarding District 22's matters in accordance with policy BEDH.~~

Adopted: ~~02/17/2011~~ **February 17, 2011**
Revised **and recoded**: **date of manual revision**

CROSS REF.: **KE, Public Concerns and Complaints**

File: ~~BGA, BGD,~~ BG

School Board Policy ~~Adoptions~~Process

The Board considers policy development its chief responsibility. The Board strives to reflect the community's values in its policies and commits itself to an ongoing effort to engage the community regarding policy-level concerns. The Board develops policies and puts them in writing to provide for the successful, consistent and efficient operation of the district's schools and the high achievement of district students. Policy development shall be aimed primarily toward the continual formation and evaluation of goals and desired end results for students, rather than toward daily district operations.

The Board uses the policy development and codification system of the National Education Policy Network/National School Boards Association (NEPN/NSBA), as recommended by the Colorado Association of School Boards.

This system, while it may be modified to meet needs, is to serve as a general guideline for such tasks as policy research, drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy monitoring and the continuous maintenance of the Board policy manual.

The policies of the Board shall be interpreted in accordance with state and federal laws and regulations.

Policy adoption

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Education. **However, proposals regarding policies may originate with a Board member, the superintendent, staff members, parents, students, consultants, civic groups or other residents of the district. A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board.**

The Board shall adhere to the following procedure in ~~consideration~~ **formally considering** and ~~adoption~~ **adopting** ~~of policies~~**policy proposals to ensure thoughtful examination of the issues prior to final adoption**:

1. First ~~reading~~**meeting**: t~~T~~he proposal ~~as first~~**shall be** presented ~~for Board consideration~~ **for a first reading, discussion and first vote**.

2. Second ~~reading and adoption~~ **meeting: the proposal shall be presented for a second reading, discussion and final vote.**

During discussion of a policy proposal, the Board shall seek out the views of the community and staff. The Board shall take action only after hearing recommendations of the superintendent and viewpoints of persons and groups affected by the policy.

~~An a~~**A**mendments may be proposed by Board members. An amendment ~~will~~ **shall** not require **that the policy go through** an additional reading except ~~as~~ **when** the Board determines that the amendment needs further study and **an additional** reading **would be helpful**.

Under unusual circumstances, the Board may temporarily approve ~~Nothing in this~~ **a** policy ~~shall prevent the Board from adopting a policy upon first reading if such~~ **to meet** emergency conditions ~~require a policy statement~~. **However, the above procedure is required before the policy shall be considered permanent.**

The Board shall establish procedures to waive policies to facilitate attainment of district-level or school-level goals.

Policy revision and review

In an effort to keep its written policies up-to-date, the Board shall review its policies on a continuous basis.

The superintendent shall be responsible for calling to the Board's attention all policies that are out of date or for other reasons appear to need revision. Policy revision shall be accomplished in the same manner as policy adoption, except that revisions mandated by changes in law shall not require a second reading and may be adopted upon final vote at the first meeting.

Additionally, from time to time the Board may undertake a process to review and revise all of the policies in its manual. At the Board's discretion, it may utilize an outside facilitator to conduct this review and revision process. Such process shall be in accordance with a schedule developed by the Board and the outside facilitator, if applicable. The process shall include opportunities for staff, parent and community involvement. In addition, any changes to policy that affect the benefits, rights, responsibilities or expectations of students or staff shall be provided in writing to the affected group with sufficient time to make any necessary arrangements prior to the effective date of the change. Once the review and revision process is complete, the Board may choose to adopt the revised policy manual in its entirety by approval of a resolution. In this event, the above policy adoption process, including any readings, shall not apply.

Board review of ~~administrative rules~~ regulations

The Board reserves the right to review regulations issued by the administration at its discretion, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The Board ~~will~~ **shall** be provided with copies of all district-wide regulations issued by the administration.

Regulations ~~will~~ **shall** be officially approved by the Board when ~~this is~~ required by state **or federal** law ~~and~~ **or** when strong community, staff~~,~~ or student attitudes make it advisable ~~for the regulation to have Board approval~~.

Before issuance, regulations shall be properly titled and coded ~~as appropriate to the policy codification system selected by the Board~~.

File: ~~BGA, BGD,~~ BG

Policy ~~Implementation~~ communication

The superintendent ~~has the responsibility for carrying out, through administration~~ **shall establish and maintain an orderly plan for preserving and disseminating Board** policies and regulations~~, the policies established by the Board~~. **Staff will be informed of policy changes on a regular basis.**

The Board's policy manual is a public record and shall be open for inspection at the administrative offices of the district *[optional language: and on the district's website].*

~~Board policies and administration policies and regulations are designed to increase the probability of an effective and efficient school system. Consequently, it is assumed that all district employees and students will carry them out willingly.~~

~~Employees shall be responsible for informing their subordinates of existing district policies and regulations and for seeing that they are implemented in the spirit intended. Disregard for district policies and regulations may be interpreted as insubordination and/or willful neglect of duty.~~

Monitoring policy implementation

The Board shall continuously monitor the implementation of its policies to ensure that reasonable progress is being made toward achieving the Board's goals and that operation of the school district is consistent with its policies.

Suspension/repeal of policy

In the event of special circumstances, the operation of any Board policy, including those governing its own operating procedures, may be temporarily suspended by a majority vote of Board members present at any regular or special meeting. This, however, shall not apply to any Board policy established by law or by contract.

Policy repeal shall be accomplished in the same manner as policy adoption.

Adopted: ~~08/28/84~~**August 28, 1984**
~~Adopted~~**Revised**: ~~01/21/87~~ **January 21, 1987**
~~Adopted~~**Revised**: ~~05/17/07~~ **May 17, 2007**
Revised and recoded: date of manual revision

LEGAL REF.: C.R.S. 22-32-109 (1)(a-c), (y)(I) ***(specific duties of board)***

File: BG-R

Policy Adoption
(Waiver Requests)

School-level accountability committees may request a waiver of Board policy to facilitate attainment of a school-level goal by submitting a written application to the Board of Education. The request for waiver or renewal of an existing waiver must be supported by a majority of committee members and the building principal.

Waivers will be good for two years and may be renewed without limit for additional two-year periods after review by the Board.

The waiver or waiver renewal request must include:

1. Coding and title of the policy to be waived.

2. Specific documentation demonstrating how the policy prohibits the school from achieving a school goal.

3. Expected outcome of the waiver or waiver renewal.

4. Duration requested for the waiver or waiver renewal.

5. Explanation of how the waiver or waiver renewal would assist the school in reaching its goal.

6. Financial impact of the waiver.

The written request for a waiver or waiver renewal must be received by the Board at least 60 days prior to proposed implementation.

The waiver or waiver renewal will be granted if the Board determines that the school has clearly demonstrated that the waiver or waiver renewal will result in the school's accomplishing its goal.

The Board will provide a written response to the waiver or waiver renewal request within 30 days of receipt of the request.

Adopted: ~~05/17/07~~**May 17, 2007**
Reviewed: date of manual revision

~~LEGAL REFS.: 1 CCR 301-1, Rule 2202-R-3.02 (I) (h)~~

School Board Member Compensation/Expenses/Insurance/Liability

Board members shall receive no compensation for their services. However, upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Board, Board members may be reimbursed from district funds.

Such expenses may include the cost of attendance at conferences of school boards associations and other professional meetings/visitations when such attendance and expense payment has had prior Board approval.

The Board shall purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively for claims made against them as a result of their membership on the Board.

The Board shall rely on the Colorado Governmental Immunity Act, C.R.S. 24-10-101 *et seq.* (the Act) as the statement of its obligation to defend and indemnify Board members. If the Board elects to provide for the defense of a Board member in a claim which alleges willful and wanton conduct by the Board member, the Board may require the Board member to post a reasonable bond to ensure reimbursement of any amounts advanced, in accordance with the Act.

Adopted: ~~05/17/07~~**May 17, 2007**
Revised: date of manual revision

LEGAL REFS.: 20 U.S.C. 2361 through 2368 *(Coverdell Teacher Protection Act contained in No Child Left Behind Act of 2001 limits the liability of school board members)*
C.R.S. 22-12-101 *et seq.* *(Teacher and School Administrator Protection Act also limits liability of school board members)*
C.R.S. 22-32-104 (5) *(board member compensation)*
C.R.S. 22-32-109.1 (9*) (immunity provisions in safe schools law also apply to school board members)*
C.R.S. 22-32-110 (1)(n), (u) *(power to provide necessary expenses)*
C.R.S. 24-10-~~102~~ **101** *et seq.* ***(Colorado G~~g~~overnmental Iimmunity Act)***
C.R.S. 24-18-104 (3)(d), (e) *(reimbursements are not considered gifts)*

CROSS REF.: EI, Insurance Program/Risk Management

File: BJ

School Board Memberships

The Board shall maintain membership in the Colorado Association of School Boards.

Through its membership in this organization it is an indirect member of the National School Boards Association. The Board and its members shall actively participate in the activities of these organizations insofar as possible.

The district shall hold institutional membership in such other educational associations and groups as approved by the Board.

Adopted: ~~01/21/87~~ **January 21, 1987**
Reviewed: date of manual revision

LEGAL REF.: C.R.S. 22-32-110 (1)(n)