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 in the Board room of the administration building, 0460 Stone Quarry Road, Parachute, Colorado, unless otherwise established by the Board.

Meetings of the Board shall be held on the second Tuesday of each month, expect for July, at 5:00 p.m., unless otherwise established by the Board. There shall be no regular meeting of the Board for the month of July.

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 delivered. 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 must be present and cast an 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: August 25, 1976
Revised: date of manual revision
Revised: August 27, 1991
Revised: January 12, 1999
Revised: October 9, 2001
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Revised: June 8, 2004
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Revised: February 9, 2010
Revised: December 14, 2010
Revised: December 9, 2014
Revised: April 18, 2017
Revised: May 18, 2021
Revised: June 18, 2024

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

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