



Capital School District

Board of Education Policy

Section: Board Governance
Title: Board Meetings
Policy #: 100-11
Date Approved: 05/06/2026
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Purpose:

This policy defines the way Capital School District Board of Education meetings are to be conducted.

BOARD MEETINGS

The following policies concerning Board of Education meetings shall be followed:

The Board of Education shall transact all business at a legal meeting of the Board.

The President shall start all meetings promptly at the appointed hour.

TYPES OF MEETINGS

The following types of meetings will be the only meetings held by the Board of Education in the Capital School District.

ANNUAL MEETING

“(a) Each school board shall hold an annual meeting at its office in July of each year.” Delaware Code, Title 14, Section 1045.

It shall be the policy of the Capital School District Board of Education to publicize the annual meeting to be held in July, according to State law in advance of said meeting, to ensure better community involvement and support. Unless otherwise announced, the annual meeting outlined in Title 14, Section 1045, will be the regularly scheduled Board of Education meeting in July. In addition, the Board of Education shall meet, when agreed upon by the board, for a board retreat.

REGULAR MEETINGS

“(a) Regular meetings of the school board shall be held each month during the year at the regular meeting place designated by the school board.” Delaware Code, Title 14, Section 1048 (a).

SPECIAL MEETINGS

The President may call a special meeting of the Board of Education whenever he/she considers such a meeting necessary. The President shall also call a special meeting or meetings of the Board of Education whenever required to do so by statute.

The President of the Board of Education may call a special meeting if requested to do so by the Superintendent.

The President shall call a special meeting when requested to do so by one or more members of the Board of Education.

BOARD WORK SESSIONS

All work sessions are special meetings of the Board of Education. No regular action is normally transacted, unless the Board of Education feels the need to transact such business out of emergency or expediency of operation in the Capital School District.

The normal format of the work session shall be one of educating Board of Education members in the operation of the Capital School District and reporting on areas of operation in the Capital School District to the Board of Education.

All work sessions, special and regular sessions of the Board of Education are open to the public and their attendance is solicited.

EXECUTIVE MEETINGS

The President of the Board of Education may call an executive meeting of the Board of Education whenever he/she considers such a meeting necessary. The President shall call an executive meeting of the Board of Education whenever required to do so by the nature of the business being discussed by the Board of Education.

The President of the Board of Education may call an executive meeting of the Board of Education when requested to do so by the Superintendent. The President shall call an executive meeting when requested to do so by one or more members of the Board of Education.

Executive sessions shall be utilized only for the purpose of discussion. No final action will be taken during executive sessions and all final actions will be taken in open meetings, regular or special.

TIME, PLACE, AND DATE OF BOARD OF EDUCATION MEETINGS

Time of Meetings

1. Regular Meetings – Unless otherwise publicized, will start at 5:30 p.m. Please refer to Order of Business as listed on page 4 of this policy.
2. Executive Session - As set by Board President and contained in notification to individual Board members.
3. Special Meetings – As set in notification by Superintendent and/or Board President to individual Board of Education members.
4. Annual Meeting – See Delaware Code, Title 14, Section 1045 (a).

Day of Month

1. Regular Board meetings shall, unless otherwise publicized, be held on the third Wednesday of each and every month.
2. Special meetings will be as contained in notification by the Board President and/or Superintendent to the individual Board members.
3. Executive Board meetings will be as contained in notification by the Board President and/or Superintendent to the individual Board members.
4. Annual Meeting. Legal reference: Delaware Code, Title 14, Section 1045.

NOTIFICATION OF MEETINGS

1. Regular board meetings shall require no notification to Board members unless their time, place, or date is to be changed from regular Board policies.
2. Executive and special meetings of the Board of Education will be established by need and the President of the Board. Ample notification shall be given electronically, by mail or verbally to each Board member prior to any such meetings
3. Annual Meetings. See legal reference to Delaware Code, Title 14, Section 1045.

Notification to the Public

School board meetings are public meetings (with the exception of executive sessions) and are open to the public, but participation and public comments shall be limited to residents, students and parents of students of the Capital School District. It is the policy of the Board to announce in advance, whenever practicable, through email messaging and posting on the district website, and such other means as may appear appropriate, the date, time and place of regular and special meetings, and the major topics to be discussed.

All citizens of the district shall be especially encouraged, by a variety of means, to attend all meetings of the Board. School personnel are also invited and encouraged to attend Board meetings.

BOARD MEETING PREPARATION

Before actions by the Board are requested or recommended, the Board shall be provided with adequate date and back-up information to assist the Board in reaching sound and objective decisions consistent with established goals.

Board members shall be expected to read the information provided them, and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

AGENDA

The following policies concern the agenda for meetings of the Capital School District Board of Education and they shall be followed:

DETERMINATION OF AGENDA

The office of the Superintendent shall prepare the agenda for each Board meeting. Whenever a matter involving policy consideration is placed on the agenda, the Superintendent shall advise the Board of Education of any policies previously adopted affecting such matter. Any member of the Board may submit suggestions for items on the agenda through the board president. Final decisions of board agenda items shall be made by the Superintendent and the Board President.

Individuals having an item of business to be considered for formal presentation to the Board should make such request to the Superintendent for placement on the Board agenda. This request shall be submitted in writing and received in the Office of the Superintendent at least fifteen (15) days before the meeting for consideration for placement on the agenda.

ORDER OF BUSINESS

- I. Roll Call-Establish a Quorum
- II. Executive Session
- III. Reconvene Open Session
- IV. Pledge of Allegiance
- V. School, Student and Staff Recognition
- VI. Presentations
- VII. Superintendent Update
- VIII. Board President/Member Updates
- IX. Public Comment (Is reserved for residents, students, and parents of students of Capital School District)
- X. Consent Items
- XI. Items for Action, Discussion and Information
- XII. Adjournment

DISSEMINATION OF AGENDA

The agenda, prepared by the Board of Education and the administration according to outlined policies, shall be made available through social media, in advance of the scheduled meeting, where possible; copies shall be made available to all Board of Education members and the administration. The agenda will also be available to the public at the meeting site.

DISTRIBUTION OF MATERIALS

The agenda and supporting materials and minutes of the previous meeting or meetings shall be distributed to Board members three days prior to the meeting scheduled. All correspondence shall be made available to members at the meeting.

BOARD RULES OF ORDER

The Board shall observe *Robert's Rules of Order, Revised*, except that the President may discuss and have a vote on all matters before the Board, or except as otherwise provided by law.

BOARD QUORUM

A majority of the members (three members) shall constitute a quorum. No action may be taken unless a quorum is present. A majority of the whole Board of Education may adopt a resolution or take official action (three members voting in the affirmative). All business so conducted becomes binding on all Board of Education members. Legal reference: Delaware Code, Title 14, Section 1048 (c).

Regular and special meetings; note and location

“No business shall be transacted at any meeting of the school board without a quorum, such quorum to consist of at least three school board members. No motion or resolution shall be declared adopted without the concurrence of a majority of the whole school board.”

RECORDING OF VOTES

All voting of the Board of Education shall be done in a vocal manner by each Board of Education member. The President shall affirm the outcome of all such voting and each Board member's vote shall be recorded by the executive secretary of the Board of Education in the Board's official minutes. A majority of the members of the Board of Education (three members minimum) shall constitute a quorum. No motion or resolution shall be adopted until it shall receive the affirmative votes of a majority of the whole Board of Education (three votes minimum). Voting shall also be conducted by *Robert's Rules of Order, Revised*.

RESOLUTIONS

All matters of procedure at the Board of Education meetings in the Capital School District shall be according to *Robert's Rules of Order, Revised*. Resolutions may be made by any member of the Board of Education. Such resolutions may originate due to necessary business transactions of the Capital School District, due to laws of the State of Delaware pertaining to the operation of the schools, due to

discussions at Board of Education meetings, or by Board of Education members, Capital School District administrators, or upon request of citizens of the Capital School District.

All resolutions shall be in the proper form as dictated by the Capital School District and/or State of Delaware.

BOARD OF EDUCATION SPOKESPERSON

At all meetings of the Capital School District Board of Education, the President, or another member of the Board which he/she will select, shall be the main spokesperson for the Board of Education and the district. However, he/she may call upon any, or all Board of Education members for opinions, data, advice, etc., as he/she sees fit. He/she may also ask the same of the administrative staff and other interested parties in attendance.

BOARD MEETINGS NEWS COVERAGE

The Board believes that one of the paramount responsibilities of a Board of Education in a democracy is to keep the public informed of its actions. Consequently, local news media representatives shall be welcome to attend all regular, special, and annual meetings of the Capital School District Board of Education. In the event that representatives of the news media are unable to attend a meeting of the Board, an attempt shall be made to make available to the press a summary of important Board actions.

PUBLIC PARTICIPATION IN BOARD MEETINGS

All meetings of the Board (except executive sessions) shall be open to the public. All actions of the Board shall be taken openly and the deliberations leading to Board action shall, likewise, be conducted openly. The public is invited to attend Board meetings. Residents, students, and parents of students of Capital School District may comment to the Board during the Public Comment time identified in the agenda, following the guidelines listed below.

Guidelines: Individuals desiring to address the board must read these guidelines and submit either the written form found on the table at the entrance of the Board Room or the electronic form listed as a link on the meeting announcement prior to the public meeting.

Responses will be collected and provided to the board president just prior to the meeting being called to order. Due to the virtual meeting format, individuals joining virtually will not be able to speak directly to the board, but written comments will be read aloud from the form submitted. Individual comments cannot exceed three minutes unless otherwise amended by the Board. Public comment time will not exceed fifteen (15) minutes. The board may extend public comment time at the conclusion of the regular agenda which also will not exceed fifteen (15) minutes.

Topics for public comment should not identify individual student or personnel concerns. If a comment makes defamatory statements, or invades the privacy rights of a student or employee, the writer is responsible for such statements and may be held liable. Comments will not be read aloud if the speech identifies an individual, is inflammatory, disrupts the Board meeting or is vulgar or obscene.

Laws protecting the privacy rights of employees and students prohibit Board members and the Superintendent from engaging in a discussion of any employee's performance or qualifications, or confidential matters related to a student. Board members may be exposed to legal liability if they violate these limitations. Therefore, if comments address such matters, the board cannot respond. It is recommended an attempt be made to resolve concerns at the lowest appropriate level within the district.