

## SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

Section B of the NEPN/NSBA classification system contains policies, regulations, and exhibits on the school board – how it is appointed or elected; how it is organized; how it conducts meetings, and how the board operates. This section includes bylaws and policies establishing the board’s internal operating procedures.

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*BEA  
ELECTRONIC  
PARTICIPATION  
IN SCHOOL  
BOARD  
MEETINGS*

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## Evaluation of School Board/Board 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 following areas of Board operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Board member orientation and continuing development.
2. Board meetings.
3. Fiscal management.
4. Board-community relations and communications.
5. Board-superintendent relations.
6. Instructional management.
7. Planning and goal setting.
8. Board-staff relations.
9. Legislative leadership.
10. Policymaking.

Adopted: March 19, 2001

## ADVISORY COMMITTEES

The Board of Education of Prairie School 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 framework approved by the Board. A staff member or members will be assigned to each group to help it develop an appropriate constitution and/or by-laws, 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 that advisory responsibilities relevant to the planning, implementation and evaluation of such program or project as required by 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 of any member. Such removal shall require subsequent Board approval.

All committee meetings shall be open to the public. Meeting notices shall be posted in the same place and manner as notices of Board meetings.

ADOPTED: December 18, 2000

LEGAL REFS: C.R.S. 22-7-104 (accountability programs)  
C.R.S. 22-9-107 (performance evaluation councils)  
C.R.S. 22-32-109.1 (2) (community consultation on safe school plan, including conduct and discipline code)  
C.R.S. 24-6-402 (open meeting law)

## School Board Legal Status

The Constitution of Colorado assigns to locally elected boards of education control of instruction in the public schools of their respective districts. As charged by the constitution, the General Assembly has provided for the organization of school districts, including the composition of district boards and the election of school directors.

Legally, then, local school boards are political subdivisions of the state and derive their power from the state constitution and acts of the General Assembly. They also have responsibilities to the local citizenry they serve and by whom they are elected.

There are five directors on the Board of Education of Prairie School District Weld RE-11J, each of whom is elected for a four-year term.

Adopted: November 21, 2005

LEGAL REFS: Constitution of Colorado, Article IX, Sections 2, 15  
C.R.S. 22-31-105

CROSS REFS: AA, School District Legal Status  
BBA, Board Powers and Responsibilities  
BBBG, Board Elections

## Board Powers and Responsibilities

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

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

1. Legislative or policy making. 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 source 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 districtwide in application. The Board is responsible for appraising the effectiveness of its staff by providing for 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 insure 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 policies and their fair implementation.

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

Current practice codified 1993

Adopted: Date of manual adoption

Reviewed: November 21, 2005

File: BBAA

## **Board Member Authority and Responsibilities**

Because all powers of the Board lie in its action as a group, individual Board members exercise authority over districts affairs only as votes are taken at a legal meeting of the Board.

In other instances, an individual Board member has power only when the Board has lawfully delegated authority to him.

Adopted: March 19, 2001

## Board Member Oath of Office

Each school board member, within 10 days after delivery of his certificate of election, is required to take an oath of office that he will faithfully perform the duties of his office as required by law and will support the Constitution of the United States, the Constitution of Colorado and laws made pursuant thereto. Such oath shall be filed with the county clerk.

Statutory

Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 22-31-125



## Board Member Resignation/Removal from Office

Vacancies may occur on the Board because of a member's resignation, death, his moving outside of the district, his moving outside of his director district or other reasons provided by law. Or a member may be recalled or removed from office for such reasons as specified in law.

A member's officer shall be declared vacant by the Board of Education if he does not attend three consecutive regular meetings of the Board unless the Board by resolution approves any additional absences or unless such absences are due to temporary disability or illness.

Statutory

Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 22-31-128  
C.R.S. 22-31-129

## Unexpired Term Fulfillment/Vacancies

When a vacancy occurs on a board of education, the board is required by law to appoint a person to fill the vacancy within 60 days. Should the board not act, the president of the board makes the appointment.

Whether the appointee serves for the remainder of the unexpired term or until the next, or the next succeeding, election depends on the number of days until the next regular biennial election and the number of years left in the unexpired term.

1. If the vacancy occurs more than 60 days before the election and the unexpired term is for more than two years, the term of appointment is until the next election, when a successor for the remainder of the term is elected.
2. If the vacancy occurs within 60 days of the election and the unexpired term is for more than two years, the term of appointment is until the next succeeding election, when a successor is elected for the remainder of the term.
3. Otherwise, the term of appointment is for the remainder of the unexpired term.

Statutory

Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 22-31-129 (2), (3), (4)

## Board Elections

Registered voters of the district elect directors to the Board of Education at regular school elections held on the first Tuesday of November in each odd-numbered year. At every other biennial election, two directors are elected; at the other biennial election, three directors are elected.

The Board has adopted, and the district electorate has approved, a director district plan of representation whereby directors are elected from director districts. However, all directors are voted at large by electors of the entire school district.

Two directors are elected in a biennial election representing respectively director districts B and D; in the subsequent biennial election, three members are elected from director districts A, C and E. For example, in 1993, two members will be elected from director districts B and D; in 1995, three members will be elected from director district A, C and E.

The county clerk and recorder is responsible for conducting the regular biennial school election. The agreement shall allocate responsibilities between the county clerk and the district for the presentation and conduct of the election and shall be signed no less than 60 days prior to the election. The Board shall designate a school election official to whom some election responsibilities may be delegated pursuant to the agreement.

Candidates are nominated in the manner prescribed by law. Nomination petitions shall be filed prior to 66 days before the election. In accordance with state law, candidates for school district directors shall file a candidate affidavit with the county clerk's office and submit reports on contributions and expenditures during the campaign.

Any person registered as a district elector may vote. Voter qualifications are the same as those for voting in general elections.

The election may be conducted by mail ballot in accordance with state law and rules promulgated by the secretary of state. An implementation plan for conducting the election by mail ballot shall be submitted to the secretary of state no later than 75 days prior to the election.

If 25 days before the election, there is only one candidate for each position to be filed, the Board, by resolution, may instruct the designated election official to cancel the election and declare the candidates elected, pursuant to state law.

Statutory

Reviewed: November 21, 2005

## School Board Member Conduct

A Board member may accept gifts, donations or grants with conditions prescribed by the donor if the Board member agrees to such conditions and if such conditions, gifts, donations or grants are in accordance with law.

The acceptance of such gifts, donations or grants shall not imply that the school district endorses the donor unless the district willingly states as much.

Adopted: February 17, 1976  
Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 24-18-104  
C.R.S. 24-18-109

## 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 he 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 he has substantive authority."
2. A board member "should not, within six months following the termination of his office..., obtain employment in which he will take direct advantage, unavailable to others, of matters with which he was directly involved during his term of [office]. These matters include rules, other than rules of general application, which he actively helped to formulate and applications, claims or contested cases in the consideration of which he was an active participant."
3. A board member "should not perform and official act directly and substantially affecting a business or other undertaking to its economic detriment when he has a substantial financial interest in a competing firm or undertaking."

Statutory

Reviewed: November 21, 2005

## 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 that 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. 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 conduct and potential conflict of interest.

Adopted: October 17, 2005

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 through 24-18-111 (government rules of conduct)  
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

The Board shall meet in an organizational session at a regular or special meeting for the purpose of selecting officers following the survey of election returns.

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

Following 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. 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 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 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.

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### 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 his 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 his current office. Upon his acceptance of the nomination and election to the new office, his former office shall be declared vacant and other member elected to fill that position.



Adopted: October 18, 1993  
Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 1-1-202  
C.R.S. 1-1-203  
C.R.S. 1-10-201 *et seq.*  
C.R.S. 22-32-104 (1),(2),(3),(4)  
C.R.S. 22-32-108 (6)

## Board Officers

### President and Vice-President

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

1. Preside at all meetings of the Board
2. Sign any written contracts to which the school district may be a party
3. Sign all official reports of the district except as otherwise provided by law

In the absence of the president, the vice-president shall have the power of the president and perform his duties.

### Secretary

The secretary of the Board shall perform the following duties:

1. Insure 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

The 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: October 21, 1975

Revised: Date of manual adoption

Reviewed: November 21, 2005

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, Depository of Funds  
DGA, Banking Services (and Deposit of Funds)  
DH, Bonded Employees and Officers

## Appointed Board Officials

It is the practice of the Board of Prairie School District to appoint a staff member to serve as assistant treasurer and secretary to the Board of Education.

The assistant treasurer/secretary to the Board shall keep accurate minutes of all proceedings of the Board and perform such other duties the Board may assign or which are ordinarily the function of the treasurer and secretary of the Board.

Current practice codified 1993  
Adopted: Date of manual adoption  
Reviewed: November 21, 2005

## ADVISORY COMMITTEES

The Board of Education of Prairie School 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 framework approved by the Board. A staff member or members will be assigned to each group to help it develop an appropriate constitution and/or by-laws, 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 that advisory responsibilities relevant to the planning, implementation and evaluation of such program or project as required by 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 of any member. Such removal shall require subsequent Board approval.

All committee meetings shall be open to the public. Meeting notices shall be posted in the same place and manner as notices of Board meetings.

ADOPTED: December 18, 2000

LEGAL REFS: C.R.S. 22-7-104 (accountability programs)  
C.R.S. 22-9-107 (performance evaluation councils)  
C.R.S. 22-32-109.1 (2) (community consultation on safe school plan, including conduct and discipline code)  
C.R.S. 24-6-402 (open meeting law)

CROSS REFS: AE, Accountability/Commitment to Accomplishment  
BDFA\*, District Personnel Performance Evaluation Council  
BDFB\*, Vocational Advisory Council (And Vocational Program Advisory Committees)  
BEDA, Notification of Board Meetings  
CBI, Evaluation of Superintendent  
CFB, Evaluation of Principals/Building Maintenance  
GCOA, Evaluation of Instructional Staff  
GCOC, Evaluation of Administrative Staff  
JIC, Student Conduct  
JK, Student Discipline  
KCB, Community Involvement in Decision-Making

## District Personnel Performance Evaluation Council

The Board of Education shall appoint, pursuant to state law, an advisory school district personnel performance evaluation council which shall, as a minimum, 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 the Prairie School Accountability Committee or 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 certified personnel performance evaluation system and its processes and procedures and shall conduct a continuous evaluation of the system.

Current practice codified August, 1993

Adopted: date of manual adoption

Revised: November 21, 2005

LEGAL REFS: C.R.S. 22-9-107

CROSS REFS: CBI, Evaluation of Superintendent  
GCOA, Evaluation of Instructional Staff  
GCOC, Evaluation of Administrative Staff

## Preschool Council

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

### Membership

Membership on the preschool 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. Weld County Department of Health
  - b. Weld County Department of Social Services
  - c. Weld County Job Services
  - d. A public funded early childhood agency located in the school district.
  - e. A privately funded child care center located in the school district.

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 than annual evaluation of the preschool program.
7. Provide any other appropriate assistance to the school district in the implementation of the school program.
8. At least one every five years, assess whether alternative community providers are available in order to ensure the highest quality service delivery at the lowest cost.

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

### **Meetings**

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

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

Adopted: October 21, 2002

LEGAL REF: C.R.S. 22-28-105  
C.R.S. 22-28-107

CROSS REF: IHBIB, Primary/Pre-primary Education

Prairie School District Re-11J, New Raymer, Colorado

## School Attorney/Legal Services

The Board recognizes that the increasing complexities of school district operations frequently require professional legal services. Therefore, it shall retain a competent attorney or legal firm to systematically provide such services.

A decision to seek legal advice or assistance from such attorney shall originate from the Board, the superintendent or persons specifically authorized by the Board or superintendent. The superintendent shall inform the Board prior to requesting unusual types or amounts of legal services.

Adopted: October 21, 1975

Reviewed: November 21, 2005

## 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.

### Regular meetings

Regular meetings of the Board of Education shall be held in the Board room of the administration building at 42315 WCR 133, New Raymer, CO 80742.

Meetings of the Board shall be held on the third Monday of each month at 7 p.m. unless otherwise established by the Board.

### 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 all members are present and agree to consider and transact other business.

### 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 and 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: September 19, 2005

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

CROSS REFS: BEDA, Notification of Board Meetings

## 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. 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.

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.

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.

Adopted: October 21, 2013

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 sessions upon a majority vote of two-thirds of the 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 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.
2. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. 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. 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.
5. Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations and instruction of negotiators.
6. Personnel matters except of an employee who is the subject of an executive session requests an open meeting. If the personnel matter involves more than one employee, all of the employees must request an open meeting.
7. Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act.
8. Discussion of individual students were public disclosure would adversely affect the person or persons involved.

The 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 employees requests the hearing be closed).

Prior to convening in executive session, the Board president shall announce the topic of the executive session which shall be reflected in the minutes.

Only those persons invited by the Board may be present during any executive session. (

Adopted: July 17, 1978

Revised: September 16, 1996

Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 22-32-108 (5)  
C.R.S. 24-6-402

Prairie School District RE-11J, New Raymer, Colorado (



## Notification of Board Meetings

The Board shall give full and timely notice to the public of any meeting at which the adoption of any proposed policy or formal action shall occur or at which a quorum of the Board is expected to attend.

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 places used in the previous year shall continue as the official posting sites.

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.

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: July 17, 1978

Revised: September 16, 1996

Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 22-32-108 (2), (3)  
C.R.S. 24-6-402 (2)(c)

CROSS REFS: BE/BEA/BEB, School Board Meetings, Regular Meetings, Special Meetings  
BF, School Board Work Sessions and Retreats

## Agenda Format

The Board shall adopt an agenda setting forth the business and the order of business to be considered at each regular meeting of the Board.

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 the Board during the meeting. The Board may add to or take action on matters not appearing on the printed agenda at regular meetings only by unanimous vote of Board members present. Items may be added to the agenda of a special meeting only when all Board members are present and cast a unanimous vote.

### Agenda Format

The order of business at regular meetings shall be as follows:

1. Call to order
2. Roll call
3. Approval of agenda
4. Approval of minutes
5. Audience/receive reports
6. Claims and accounts
7. Superintendent's report
8. Personnel issues
9. Old business
10. New business
11. Adjournment

Adopted: August 19, 1996

Reviewed: November 21, 2005

## Quorum

No business may be conducted at a regular or special meeting unless a quorum is present. A quorum shall consist of a simply majority of those members serving on the Board

Adopted: October 21, 1975  
Reviewed: November 21, 2005

## Rules of Order

Except as otherwise specified by state law or by Board policies pertaining to its own operating procedures, the Board shall operate by the rules prescribed in *Robert's Rules of Order, Newly Revised*.

Adopted: October 21, 1975  
Reviewed: November 21, 2005

*Note:* Under Robert's Rules, these parliamentary rules of order may be suspended by a two-thirds vote.

## Voting Method

All voting shall be by roll call with each member present voting "Aye" or "No" alphabetically. Members may be excused from voting for good cause. In order to pass, a motion must be approved by a majority of the Board members present. The results of all votes shall be recorded in the minutes.

Adopted: October 21, 1975  
Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 22-32-104 (3)  
C.R.S. 22-32-108 (6)  
C.R.S. 24-18-109 (3)  
C.R.S. 24-18-110

CROSS REFS: BCB, Board Member Conflict of Interest  
BEDC, Quorum

## 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 meetings 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. 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, including the names of those present and the topic of discussion.
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 superintendent and shall be made available to the public at the administrative offices of the district upon request during normal office hours.

Adopted: July 17, 1978  
Revised: September 16, 1996  
Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 22-32-106  
C.R.S. 22-32-109 (1)(e)  
C.R.S. 24-6-402 (2)(d)(II)

Prairie School District RE-11J, New Raymer, Colorado

## Public Participation at 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 district and also needs to conduct its business in an orderly and efficient manner, it shall schedule a period during each meeting for brief comments and questions from the public. The Board shall not allow negative comments about personnel during such periods, however.

Individuals or groups wishing to speak before the Board shall advise the superintendent no later than the Thursday preceding the regularly scheduled meeting on Monday. This will insure that the item will appear on the written agenda for the monthly meeting. Exceptions may be made by the Board.

Anyone that wishes to voice concerns or make comments about school programs or personnel shall be encouraged to submit such comments in writing to the superintendent.

If the Board president would like to elicit comments from the audience, he may call upon them individually. All comments should then be directed to the Board members.

Remember, School Board meetings are held in public but they are not public meetings.

## School Board Work Sessions and Retreats

The Board, as a decisionmaking 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 also is mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, from time to time the Board may schedule work/study sessions, which shall be open to the public, in order to provide its members and the executive staff with just such opportunities. Topics for discussion and study shall be announced publicly.

Current practice codified 1993  
Adopted: date of manual adoption

LEGAL REFS.: C.R.S. 22-32-108 (5)  
C.R.S. 24-6-401 *et seq.*

CROSS REF.: BEDA, Notification of Board Meetings



## School Board Policy Process

It is the intent of the Board to develop policies and put them in writing so that they may serve as guidelines for its own operations and for the successful and efficient functioning of the public schools.

The Board considers policy development one of its chief responsibilities. Proposals regarding policies may originate with a member of the Board, the superintendent, staff member, parent, student, consultant, civic group or any resident 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 take action after hearing the recommendations of the superintendent and the viewpoints of persons and groups affected by the policy.

The policies of the Board are framed and meant to be interpreted in terms of state laws and regulations and other regulatory agencies within state and federal levels of government.

Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of the present and future boards. The Board will welcome suggestions for ongoing policy development.

Adopted: February 17, 1976

Revised: Date of manual adoption

Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 22-32-109 (1)(a-c), (w), (y)(l)  
C.R.S. 22-32-110 (2), (3), (4)  
C.R.S. 22-33-104 (4)

## Policy Development System

The Board endorses for use in this district 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 or preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation and the continuous maintenance of the Board policy manual.

Current practice codified August, 1993

Adopted: Date of manual adoption

Reviewed: November 21, 2005

## Policy Adoption

Policies may be adopted at any official meeting of the Board. They shall become effective immediately. Board policies may be altered, amended, added to or rescinded by a majority vote of the members of the Board present at any regular or special meeting called for that purpose provided that the notice of such special meeting fully and clearly sets forth the proposed alteration, amendment, addition or rescission.

No policy shall be created or considered as retroactive to the date of formal adoption.

In the event that two or more policies are found to be contradictory, the policy having the most recent date shall prevail.

If any Board policies are found to be contradictory to current law, revision of such policies may be necessary to comply with the law.

The Board may seek legal counsel or the counsel of appropriate personnel before adopting policies.

Adopted: February 17, 1976  
Reviewed: November 21, 2005

## Policy Revision and Review

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administration decision, the Board shall review its policies on a continuing basis.

The superintendent is given the continuing commission of 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.

The Board directs the superintendent to recall all policy and regulation manuals periodically for administrative updating and Board review.

Current practice codified 1993  
Adopted: Date of manual adoption  
Reviewed: November 21, 2005

CROSS REFS: BCB, Policy Adoption

## Board Review of 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 be provided with copies of all districtwide regulations issued by the administration.

Regulations will be officially approved by the Board when it is required by state law or when strong community, staff or student attitudes make it advisable for the regulations to have Board approval.

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

Current practice codified 1993  
Adopted: Date of manual adoption  
Reviewed: November 21, 2005

CROSS REFS: BGA, Policy Development System

## Policy Communication/Feedback

The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the regulations needed to put them into effect.

Accessibility is to extend to at least all employees of the school system, to members of the Board and, insofar as conveniently possible, to all persons in the district.

The Board shall evaluate how the policies have been executed by staff and shall weigh the results. It shall rely on the staff, students and community for providing evidence of the effect of the policies which it has adopted.

All policy manuals distributed to anyone shall remain the property of the district and shall be considered as "on loan" to anyone or any organization in whose possession they might be at any time. They are subject to recall at any time for updating.

The Board's policy manual is a public record and shall be open for inspection at the administrative offices of the district.

Current practice codified 1993  
Adopted: Date of manual adoption  
Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 22-32-109 (1)(c),(w)

## Suspension/Repeal of Policy

A Board policy may be temporarily suspended or terminated by a majority vote of the members present at an official Board meeting.

Adopted: February 17, 1976  
Reviewed: November 21, 2005

CROSS REF: BGB, Policy Adoption

## Board Member Compensation and 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 board associations and other professional meetings/visitations when such attendance and expense payments has had prior Board approval. The Board shall be paid mileage for all Board meetings and functions at the current district-approved rate.

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.

Current practice codified 1993

Adopted: Date of manual adoption

Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 22-32-104 (5)  
C.R.S. 22-32-110 (1)(n), (u),(4)  
C.R.S. 24-10-102 et seq.  
C.R.S. 24-18-104 (3)(d),(e)

CROSS REFS: EI, Insurance Management