

GUIDELINES FOR BOARD OF EDUCATION EFFICIENCY & EFFECTIVENESS

Agenda Development

- Limit items added to the agenda "under separate cover."
- Date all information and agendas to track updates.
- Packets as complete as possible on Fridays.
- Discuss emergency additions to the agenda during the Approval of Agenda portion of the Board meeting.
- Board Directors take responsibility for contacting the Superintendent or staff point of contact before the Board meeting, preferably on Monday, to identify any questions or clarification regarding any agenda items.
- Superintendent and staff share questions asked by individual Board Directors, if germane, with the entire Board at the Board meeting.

Citizen Input at Board of Education Meetings

- Procedures for citizen input to agendas and citizen's comments at Board meetings are outlined in Policy FILE: BEHD/BEHD-R Board of Education meeting procedures are available at the entrance to the meeting which explain the meeting and tell how to get more information.
- Board Directors usually don't comment but do take comments seriously and will consider them at future decision-making and agenda setting times. The administration often seeks to talk with speakers privately if matter brought up could possibly be dealt with administratively.

Board Meeting Process

- Board Directors will be committed to evidencing self-managed and self-disciplined behavior to focus their participation at the meetings, stay on time, avoid grandstanding on issues and playing to audience representatives.
- Board Directors will provide proposed amendments or recommendations to a motion in writing, with supporting rationale.
- Board Directors are to submit committee reports/updates in writing when possible.
- Administrative staff will submit information only reports in writing whenever possible.
- Adhere to time limits as much as possible, especially for formal presentations.

Individual Board Directors in Public

- Board Directors will explain and support verbally and non-verbally the majority decisions of the Board.
- When a Board Director has cast the descending vote they may explain their position on the issue as an individual.
- Board Directors will take responsibility for making sure they have complete and accurate information before relaying facts via any forum.
- Board Directors will abstain from using offensive or questionable language or labeling that may offend Directors of the administration or the audience.
- If a Board Director misspeaks by fact or implication, he/she will correct mistakes.
- Board Directors will report other Board Directors' positions and actions as accurately as possible.
- Board Directors will not disclose Executive Session matters outside of Executive Session.
- Board Directors will reflect Board and District values at all times.
- Board Directors will notify the Office of Community Relations concerning media contact on district issues. The Office of Community Relations will notify the Board of Education of media updates and contacts received by the District.

Role of the President

Meetings

- Do not allow people to talk out of turn. Conduct efficient and focused executive sessions.
- State the motion before asking people to move and second.
- Enforce the rules for public participation that will include a 30-second warning before cut-off at three minutes.

General

- Foster an environment that promotes open communication and continuous improvement towards meeting the Board of Education's role in support of the District's goals.
- Share all Board of Education correspondence including that which is received by and that which is sent on behalf of the Board.
- Represent the Board, and present in a manner that is representative of the majority of the Board of Education.

Board Meeting Setting

- Meet at each cluster's high school from time to time especially for "town meeting" information gathering sessions on key

issues.

- Consistently meeting in Board Room is best for public access and "right to know" purposes.

Meeting Timelines

- Adhere to set timelines without deviation - start meetings on time.
- For regular Board Meetings, break at 6:20 before the public meeting to allow for interaction.

Superintendent

- Superintendent will provide options on issues that are especially significant.
- Superintendent will provide an executive summary sheet on major issues outlining: history; related committee reports; options; recommendations; budget implications.

Board Communications With The Public

- Have user-friendly Board bulletin Board for meeting notices, agendas, minutes, etc.
- Have Board Meeting explanation brochure and input sheet available at each meeting.
- Have Board Meeting agendas available on the District's Web site.

Adopted September 1972

Revised October 21, 1979

Revised May 1989

Revised November 1993

Revised February 1995

Revised May 24, 1995

Revised June 1996

Revised August 1996

Revised January 1998

Revised February 2002

Revised October 2003

Revised March 2004

Revised May 2006

LEGAL REFS.:

C.R.S. 22-32-108 (1) through (5)

C.R.S. 24-6-401 *et seq.* (Colorado Sunshine Act of 1972)

CROSS REF.:

BEDA Public Notification of Board Meetings

BEDB, Agenda