

BOARD OF EDUCATION BYLAWS

AGENDA

Preparation

The President and one other Director of the Board of Education shall be responsible for reviewing and amending as necessary the agenda proposed by the Superintendent or designee for all regular and special Board of Education meetings prior to its finalization and distribution. The Superintendent will have available for reference the Board's Calendar, the Administrative Task List, and the Future Agenda Items List. For regular meetings a draft agenda will be electronically sent to all Board Directors the Thursday before the scheduled meeting. Any Director from time to time may review the agenda with the President or Vice President. For work sessions, the President and/or the Superintendent or designee, in coordination with the Board of Education, shall prepare agendas.

Each regular or special meeting of the Board of Education is for the purpose of conducting business and shall be transacted in accordance with the adopted agenda, and work sessions shall be transacted in accordance with the agreed upon agenda. It is the responsibility of each Board Director to read the materials provided in their packets and be prepared at each meeting. The Administration will make every effort to meet the deadlines for packet preparation to insure the Board packets are complete. Materials sent to Board Directors under separate cover, separate from the packet, will be kept to a minimum.

Description of Agenda Items For Regular Meetings

A. 3. Moment of Silence (standing agenda item)

Recognizing the significance of the decisions made by the Board of Education on behalf of citizens of School District 11 for both students enrolled in the schools and the entire Colorado Springs Community, the Board of Education will incorporate a moment of silence into all of its meetings. This moment of silence is intended to allow time for meditation or any other suitable reflection that will help focus and solemnify the actions taken and the decisions made during the meeting.

A. 4. Approval of Agenda as Presented or Amended (standing agenda item)

The agenda presented to the Board in the Board's packet will be considered for approval at this time. A Board Director or the Superintendent may request to, add, delete or table an item, i.e., an emergency school closure approval action that is in accordance with Policies. Board Directors shall make a separate motion for each item they seek to have added, deleted, or tabled. Reordering items on the agenda requires approval of a single motion with a majority vote of the quorum present.

A Board Director's request that a non-emergency item be added to the agenda, as action shall require for approval a two-thirds majority of the entire Board. The Director making the request shall provide a copy of the motion and materials to all Board Directors.

A Board Director's request that a non-emergency item be added to the agenda, as non-action shall require for approval a majority of the quorum present. The Director making the request shall provide a copy of the motion and materials to all Board Directors.

A. 5. Executive Session (standing agenda item)

The Board of Education may, under state statute, go into Executive Session to discuss matters pertaining to:

- 1) property transactions [per C.R.S. §24-6-402(4)(a)] [particular matter:];
- 2) legal advice [per C.R.S. §24-6-402(4)(b)] [particular matter: master agreement];
- 3) security arrangements or investigations [per C.R.S. §24-6-402(4)(d)] [particular matter:];
- 4) negotiations [per C.R.S. §24-6-402(4)(e)] [particular matter: master agreement];
- 5) personnel [per C.R.S. §24-6-402(4)(f)] [particular matter: employee complaint(s)];
- 6) individual student(s) [per C.R.S. §24-6-402(4)(h)] [particular matter:];
- 7) documents that may not be disclosed under the Colorado Open Records Act [per C.R.S. §24-6-402(4)(g)] [particular matter];
and
- 8) matters required to be kept confidential by state or federal law [per C.R.S. §24-6-402(4)(c)][specific legal citation:].

A. 6. Pledge of Allegiance (standing agenda item)

The Board of Education invites the public in attendance to stand and recite the Pledge of Allegiance to the United States of America.

A. 7. "Good Things in the District"

From time to time, the Superintendent or a Board Director may place on the agenda during preliminaries "Good Things in the District." This is for special recognition of accomplishments of students, staff, schools, or departments.

A. 8 Modification of the Agenda (standing agenda item)

A Board Director, by a motion, or the Superintendent (via a recommendation for a motion), may cause the modification of the previously approved agenda only for the following reason:

Required action following discussion in Executive Session

B. Consent Items (standing agenda item)

Items appearing on the agenda as consent action items shall be deemed to be approved by the Board of Education upon approval of all consent items. Prior to approval of the agenda, any director may require that a consensus action item be moved to action and treated as a regular action item.

A. 9, C. 1, and D. 1 Citizens' Comments - Action, Non-Action, or Other (standing agenda item)

The Board as a representative body of the District wishes to provide an avenue for any citizen to express his/her interest and concerns for the schools. Accordingly, the public is cordially invited to attend Board meetings. Meetings of the Board are conducted for the purposes of carrying on the business of the Board and are closed to the public only during executive sessions. There are three 20-minute time periods designated for Citizens' Comments:

- 1.) During the Preliminaries section of the agenda, as the last item before the start of the Consent Items for the purpose of addressing other concerns that are not Action or Non-Action items on the agenda,
- 2.) At the beginning of Action for the purpose of addressing action items only, and
- 3.) At the beginning of Non-Action for the purpose of addressing Non-Action items only.

Except when otherwise specified by the Board President, comments by individual citizens in a given time period shall be limited to three minutes with a 30-second warning on the time limit.

In order that the Board may fairly and adequately discharge its overall responsibilities, citizens who wish to make requests, representations or proposals to the Board are requested to direct these to the Superintendent, who will deal with them according to the regulations approved by the Board. Ref: Policy BEDH/BEDH-R

C. Action Items (standing agenda item)

No item shall appear on the action agenda without previously appearing on the non-action agenda, except for (1) personnel actions, (2) employee group (meet and confer) resolutions, (3) ceremonial resolutions honoring individuals, groups, special days and celebrations, (4) bargaining unit, employee, charter school, and other district service contracts, (5) contract awards, budget transfers, and FTE approvals, (6) items expressly authorized by another Board of Education policy to appear on the action agenda without previously appearing on the non-action (e.g. policy DBJ, budget transfers), and (7) such other items as may be approved for action by a two-thirds majority of the entire Board of Education.

C. 2. Personnel Recommendations (standing agenda item)

The Division of Human Resources provides for consideration a list of Personnel Recommendations. The Board may remove an individual personnel recommendation, for separate consideration, by amending the original motion to approve the recommendation list.

D. Non-Action (standing agenda item)

These are agenda items being considered for potential action. Each item must have a brief explanation and a recommended motion for Board consideration in the Board packet. The Administrator or Board Director sponsoring the item may give short presentations on the background and expected outcomes. Board Directors may ask for clarification, make comments, discuss and give further direction at this time. Unless otherwise directed these items will be on the next regular Board meeting agenda as action.

E. 1 Superintendent/Administrative/ Reports

This agenda item is reserved for presentations, status reports, and announcements to the Board by the Superintendent and the Administration that have not been provided as information only in the Board packets. Unless otherwise directed by the Board, annual and standing reports not requiring Board action are to be provided in hard copy for information only in the Board Director packets.

E. 2 Board Subcommittee Reports

This agenda item is reserved for questions and discussions on subcommittee reports that have been given to Board Directors for information only in their packets. The Board liaison to each subcommittee is responsible for preparing and providing the Board office with the report to be included in the Board packets.

E. 3. Other Discussion Items

This agenda item is reserved for items that have been requested by a Board Director to be placed for discussion only during The Future Agenda Items Review and Discussion portion of a previous Regular or Special Board Meeting. From here, items may then be requested to go on the Administrative Task List or on a future agenda as non-action.

F. Future Agenda Items List Review and Discussion for Additional Future Items (standing agenda item)

This agenda item is reserved for Board Directors to be recognized by the President and to speak on topics they wish to have placed on a future agenda for discussion, non-action, or action, and to make requests for information reports from the Administration. Items may be placed on the Future Agenda Items List. Items may eventually be placed on the Administration Task List or the Calendar. Items may be added to the Future Agenda Item list with the agreement of three Board Directors indicated by head nods.

H. Administration Task List Review and Update (standing agenda item)

The Administration Task List consists of requests from Board directors for information/analysis within specified timelines and will be reviewed and updated during this time. These requests should primarily be tasking for information/analysis and should not be for the scheduling of future agenda items. A recommendation should be included with the task for the purpose indicating as whether or not it needs to be included on the Calendar. Items may be added to the task list with the agreement of four Board Directors as indicated by head nods.

I. Calendar review (standing agenda item)

The Board's Calendar will be reviewed and updated during this time. Items may be added to the Calendar with the agreement of four Board Directors as indicated by head nods.

Agenda Format

The order of business at regular meetings shall be as follows. The estimated time for completion of each item will be highlighted behind the item:

Full Agenda Meetings:

- A. Preliminaries
 - 1. Call to order
 - 2. Roll call
 - 3. Moment of silence
 - 4. Adoption of agenda as presented or amended
 - 5. Executive Session (If needed)
 - 6. Pledge of Allegiance

7. Good Things in the District (when added as an agenda item)
 8. Modification of Agenda (if necessary)
 9. Citizen's Comments
- B. Consent Items
1. Adoption of Consent Items (specific items will be identified for each meeting)
- C. Action Items
1. Citizens' Comments
 2. Personnel Recommendations
 3. Other Action Items
- D. Non-action items
1. Citizens' Comments
 2. Other Non-Action Items
- E. Reports and Discussion Items
1. Superintendent/Administration Reports
 2. Board Subcommittee Reports
 3. Other Discussion Items
- F. Future Agenda Items List Review and Discussion for Additional Future Items
- G. Future Work Sessions List Review and Discussion for Additional Work Sessions Items
- H. Administration's Task List Review and Update
- I. Calendar Review and Update
- J. Adjournment 11:00 p.m.

Adopted September 1972
Revised June 27 1979
Revised May 1989
Revised November 1993
Revised February 1995
Revised May 24 1995
Revised February 1996
Revised June 1996
Revised January 1998
Revised February 2002
Reviewed October 2003
Revised December 2003
Revised July 2005
Revised May 2006

LEGAL REF.: C.R.S. 22-32-108(4)

REF.: BE/BEA/BEB/BF – School Board Meetings/Regular Meetings/Special Meetings/Work Sessions
BEC – Executive Sessions/Open meeting
BEDA – Public Notification of Board Meetings
BEDH – Public Participation at Board Meetings
BG – Policy Process