

## **SCHOOL BOARD MEETINGS/REGULAR MEETINGS/SPECIAL MEETINGS/WORK SESSIONS (Temporarily Approved through the end of the 2020/2021 School Year)**

All meetings of three or more Directors of the Colorado Springs School District 11 Board of Education (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.

The Board may meet in regular meetings, special meetings, and work sessions as described below. However, the Board President, the Superintendent, and each Board Director shall each use their best efforts to address issues at the regular meetings and to minimize additional special meetings and work sessions, except to the extent absolutely necessary for employee bargaining or other extenuating circumstances.

All meetings and work sessions of the Board shall be held in District facilities unless extenuating circumstances prohibit their use.

Recognizing the significance of the decisions made by the Board on behalf of citizens of the District for both the students enrolled in the schools and the entire Colorado Springs community, the Board 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 on the solemnity of the actions taken and decisions made during the meeting.

All Board meetings must be recorded by at least an audio recording. Recordings of Board meetings must be retained for a minimum of ninety days.

### **Regular Meetings**

Regular meetings of the Board shall be held in the Board Room of the Administration Building, 1115 N. El Paso St., unless changed by the Board President and/or the Superintendent with advance notice of at least 24 hours (except in the case of emergencies) to the Board Directors and the public. The tentative agenda shall be distributed to Board Directors and the Superintendent on the Friday prior to each regular meeting, and where possible shall be accompanied by meeting materials and the minutes of the prior regular meeting.

From time to time, the Board shall take action to establish a schedule of regular meetings. In the absence of such action, regular meetings shall be set on the second and fourth Wednesday of each calendar month excluding July.

Unless otherwise set by Board action, each regular meeting shall begin with a call to order at 5:30 p.m., with the expectation that the Board will normally vote to go into executive session at the beginning of the meeting and reconvene in open session at 6:30 p.m. Each regular meeting shall be prescheduled to adjourn at 11:00 p.m. if not earlier adjourned, and the meeting shall adjourn upon the Board President's announcement of adjournment at such time. However, this adjournment of the meeting may be extended to a time specified by a majority vote of the quorum present.

## **Special Meetings**

Special meetings of the Board may be called by the Board President at any time and shall be called by him/her upon the written request of a majority of the Directors.

The Secretary of the Board shall be responsible for causing an e-mail and/or confirming telephone notice to be provided to all Board Directors at least 24 hours in advance of the meeting followed by written confirmation. If e-mail or telephone is not used, written notice of any special meeting will be sent each Board Director at least 72 hours in advance of the meeting if mailed, and at least 24 hours in advance if hand-delivered personally or faxed to the Director. The notice must contain the time, place and purpose of the meeting and the names of any Board Directors requesting the meeting if the meeting is being called at their request.

Any Director may waive notice of any Board meeting at any time before, during or after such meeting, and attendance at such 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 Directors are present and agree to consider and transact other business.

## **Work Sessions**

The Board may from time to time meet in a work session for the purpose of studying and discussing specific topics or issues so long as no formal action is taken at the work session.

The Board President may call a work session at the request of a Board Director or the Superintendent. The time and place of the meeting shall be established by the Board President in consultation with other Board Directors and the Superintendent. Notice of work sessions shall be given to Board Directors in the same manner as for special meetings if the work session is not scheduled for a regular Wednesday meeting. Unless otherwise directed by the Board President, work sessions will normally be held at 6:30 p.m. on Wednesdays when Board meetings are not regularly scheduled. Unless otherwise expressly stated, a meeting scheduled for the purpose of conducting a work session shall be considered a special meeting of the Board.

## **Attendance**

As elected public servants, Board directors have an obligation to attend Board meetings in order to be fully informed and available to vote on issues affecting the District. To support this concept, the Board Secretary shall cause a record of Board Director attendance to be maintained and available to the public for all regular meetings, special meetings and work sessions. Excused absences will be noted.

In order to participate in any regular or special meeting (including executive sessions) or work session of the Board, Board Directors must be physically present at such meeting or session (unless at least two-thirds of the Board vote in favor of allowing Board members to attend a meeting telephonically, or via video-conferencing, or some other electronic means). Board Directors who are physically present at a regular or special meeting (including executive sessions) or work session of the Board are entitled to receive copies of any materials prepared for or provided in connection with the meeting or session.

Adopted September 1972  
Revised October 1979  
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Revised April 8, 2020  
Revised September 9, 2020

LEGAL REFS.: C.R.S. 22-32-108 (1) through (6)  
C.R.S. 24-6-401 *et seq.* (Colorado Sunshine Act of 1972)