

## **Notification of School Board Meetings**

The Board shall give full and timely notice to the public of any meeting **of three or more Board members at which public business may be discussed or any formal action taken**, including special, regular and work session meetings and retreats.

At its first regular meeting of the school calendar year, the dates of regular meetings of the Board shall be provided in an annual notice and made available in printed form to the news media and public. The notice shall be posted in a designated 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 board and special board 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 when possible.

Copies of the agenda shall be available to representatives of the community and staff and others at the District Administrative Office upon publication and dissemination to the Board.

The district shall maintain a list of persons who, within the previous two years, who 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 make available 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.

Codified as practice

Adoption date at time of manual

LEGAL REFS.: C.R.S. 22-32-108 (4) (*board meetings*)

C.R.S. 22-32-108 (7)(a) (*a board member who participates electronically in conformance with the board's policy on electronic meeting participation is considered "present"*)

C.R.S. 24-6-402 (2)(c) (*notice of meeting "shall include specific agenda information where possible"*)

CROSS REFS.: BEAA\*, Electronic Participation in School Board Meetings

BEDA, Notification of School Board Meetings

BEDH, Public Participation at School Board Meetings

**[Legal Revised July 2013]**