

Meeting Conduct, Order of Business, and Quorum

The district must advertise all meetings, including study sessions and retreats, as meetings that are open to the public. If a board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy 1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced at the meeting and recorded in the minutes (e.g., real estate matters, litigation).

All regular meetings must be held within the district boundaries. Special meetings may be held outside the district with proper notice of the time and location.

Meeting Notices

All public notices of board meetings should inform persons with disabilities that they may contact the superintendent's office, so that the district can arrange for them to participate in board meetings.

A regular meeting does not require a public notice if held at the time and place provided by board policy.

If the board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice to the press stating the time, place, and purpose of the meeting.

For special meetings, a district is required to notify those newspapers and radio and television stations that have filed a request for such notification. The districts must also provide written notice and a printed or electronic copy of the agenda to each school director 24 hours prior to the meeting. Notice to a director is deemed waived if the director files a written notice of waiver with the board secretary before or at the time of the commencement of the meeting or by the director's actual attendance at the meeting.

The district must also post notice of the meeting on the district's website, the door of the main district offices, and the door at the location of the meeting if it is different from the district's offices. The district does not have to post on its website if it: (1) doesn't have one; (2) employs fewer than ten full-time equivalent employees; or (3) does not have an employee whose job description or employment contract provides a duty to maintain or update the website.

At a special meeting, the board may discuss items that were not on the original agenda, but the board cannot take final action on any topics that were not identified on the original agenda. If the board is to discuss an item in executive session in accordance with Policy 1410, the item of business must also appear on the agenda if final action is to be taken following the executive session.

No meeting notice is required when the board is acting as a quasi-judicial body in a matter between named parties (e.g., hearing on discharge, nonrenewal or discipline of an employee, unless the employee requests a public meeting; hearing regarding suspension or expulsion of a student) or for the purpose of planning or adopting strategy or positions to be taken in collective

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bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit.

Meeting Recess and Continuation

The board may recess a regular, special, or recessed meeting to a specific future time. The district must post notice of such a recess and continuation at or near the door of the meeting room. Notification to the press is not required.

Adoption Date:

Classification:

Revised Dates: 12.11; 06.12; 04.13; 06.14; 12.18

Reardan-Edwall School Board Operating Protocol

For the purpose of enhancing teamwork among members of the board and the board and administration, we, the members of the Reardan-Edwall School Board, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

1. **Student needs come first.** The board will represent the interests of all the students of our district.
2. **Don't spring surprises on other board members or the superintendent.** Surprises are the exception, not the rule. We agree to request an item be placed on the agenda in advance rather than bring it up unexpectedly at the meeting.
3. **Agenda requests.** To place an item on the agenda, we agree to call or email the board chair.
4. **Follow the chain of command.** The last stop, not the first, will be the board. We agree to follow the chain of command and insist that others do so. While the Board is eager to listen to constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. Staff interactions are outlined in Board Policy 1620 & 1620P.
5. **Annually commit to a board self-assessment/evaluation.**
6. **Clearly stated goals.** The board will set and support clear goals for themselves and the superintendent. The board and superintendent will set clear goals for Reardan - Edwall School District.
7. **Board acts only as a body.** Individual board members do not have authority. Only the Board as a whole has authority. Individual members will support the decision of the board.
8. **Hold efficient and effective board meetings.** Board packets should be ready on Friday in advance of the board meeting. Updates will be made no later than 24 hours before the meeting. Board members agree to review packets and ask questions prior to the meeting. A request to pull an item from the consent agenda will be made in advance of approval of the agenda or prior to the meeting. Board meetings will begin on time.
9. **Executive sessions are confidential.** We will not share with family members, friends, or staff.
10. **New hire and contract approvals.** A board member will serve on all teacher, administrator, and head coach hiring committees. A board member may serve as an observer on bargaining committees.