

Agenda items for Board of Education meetings may be suggested by the Board members, staff, and the public. The agenda for all meetings shall be developed by the Superintendent and President of the Board. The agenda and materials for all meetings shall be prepared by the office of the Superintendent and delivered to each board member at least four (4) days prior to the meeting. The Board will not take action on an item that has not been delivered at least four (4) days prior to the meeting except for emergency situations (the Board will vote on these situations only by unanimous consent of the Board) and personnel recommendations.

In order that complete agendas may be made public prior to meeting time and to provide the school administration adequate preparation time, Board of Education members and citizens shall forward items for Board of Education and administrative consideration to the Superintendent's office at least one (1) week prior to the meeting. Emergency items may also be referred to the Superintendent's office for inclusion on the agenda; Board members must be notified before the board meeting of these emergency items.

The regular order of business shall be:

- Call To Order
- Pledge of Allegiance
- Adoption of Agenda
- Approval of Minutes
- Public Comment
- Ceremonies
- Board Member Reports
- Special Reports
- Superintendent's Report
- Action/Discussion/Information Items
- Communications
- Future Agenda Items
- Adjournment

Items may be reviewed and considered under discussion and/or information during one or more meetings prior to becoming action items. This will allow a broad range of community, staff, and board input into decisions.

A consensus motion may be used for approval of routine action items such as personnel reports, payment of bills, policy review, and approval of contracts. An individual board member may request that an item be removed from the consensus motion for discussion and consideration.

ADOPTED: May 20, 2008

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