

1002 – Board Meetings

1. Scope

- 1.1 The Upshur County Board of Education is composed of the duly elected representatives of the citizens of the county charged with the responsibility of fulfilling the citizen's education expectations. Consequently, official business of the Board shall be conducted only in legally called open sessions. Appropriate efforts shall be made to keep the public informed about its schools.

2. Public Notification of Board of Education Meetings

- 2.1 All Board meetings are open, public meetings, except as noted in section 5 of this policy.
- 2.2 Written notice will be provided to the public of all regularly scheduled Board meetings.
- 2.3 Written public notice may include, but is not limited to posting in/on: local newspapers; local media; e-mail; Upshur County Schools Web site; public buildings, including school buildings..
- 2.4 Public notice will be given at least three (3) calendar days, inclusive of the meeting date, before a regularly scheduled meeting.
- 2.5 In the event of an emergency/crisis, the requirement for written notice may be waived:
 - 2.5.1 The Superintendent will promptly notify the Board President of the need for a meeting.
 - 2.5.2 If the President concurs, a meeting of the Board will be called on a one-hour verbal notice to discuss and act upon the emergency/crisis.
 - 2.5.3 In the event the President cannot be reached, the Superintendent will contact, in the following order, the vice President, then members based upon their seniority, to get consensus regarding the need for an emergency meeting.

3. Meetings of the Board of Education

3.1 Annual Meetings.

- 3.1.1 First Monday in July: The Board shall meet following each biennial election. The purpose of this meeting is to organize and elect a President for a two-year term. The Board shall, at this meeting, also set the time for the regular monthly meetings.
- 3.1.2 Between March 7 – 28: The Board shall meet to fix the estimated levy rates and report the same to the State Tax Commissioner. This meeting adjourns to the third Tuesday in April.
- 3.1.3 Third Tuesday in April: The Board will meet to complete the setting of the levy rates.

- 3.2 Regular Meetings: The regular meetings of the Upshur County Board of Education shall be held on the second and fourth Tuesday of each month in the office of the Upshur County Schools at 102 Smithfield Street in Buckhannon, West Virginia, unless otherwise directed by the Board. Meeting locations shall be posted on the publicized agenda.

3.3 Special Meetings.

- 3.3.1 The Board President and any three members of the Board may call a special meeting.
- 3.3.2 The only business that can be transacted at the special meeting is that designated in the call.

- 3.3.3 A three day notice shall be given each Board member of any and all special meetings, except when such meeting is called as an emergency measure in which circumstance this provision for advance notice shall be waived.

3.4 Adjourned Meetings.

- 3.4.1 Any meeting adjourned for the purpose of continuing that meeting in a subsequent session is known as an adjourned meeting.
- 3.4.2 A subsequent session of an adjourned meeting is not a separate meeting. Therefore, a Board member may not receive compensation for both the original and the adjourned meeting.

4. School Board Meeting Procedures

4.1 Superintendent Duties:

- 4.1.1 The Superintendent is both the Executive Officer and the Secretary of the Board. As Executive Officer, the Superintendent prepares and provides the Board, in collaboration with the Board President, a carefully organized written agenda and the minutes of the preceding meeting.
- 4.1.2 The written agenda must be provided to each Board member (via hand delivery, U.S. mail, or electronic correspondence) at least three (3) calendar days, inclusive of the meeting date, before a regularly scheduled meeting.
- 4.1.3 Copies of reference items needed for clarification or examination shall be in readiness prior to the scheduled meeting.

4.2 Items of business may be suggested by Board members, the Superintendent, staff members, or citizens of the school district:

- 4.2.1 Business items shall be submitted in writing to the Superintendent at least six days prior to the scheduled meeting in order to ensure inclusion on the written agenda.
- 4.2.2 Items of business that do not appear on the agenda may not be suggested from the floor for discussion at the same meeting. Such matters may be placed on the next agenda of the next regular meeting by a majority vote of the Board members present.

4.3 A majority of the Board members constitutes a quorum required for transaction of official business. In conducting its business, the Board shall observe Robert's Rules of Order, Revised, except that the President may introduce, discuss, and have a vote on all matters before the Board, or except as otherwise agreed upon by the members.

4.4 All votes on motions and resolutions shall be "ayes" or "nays", or via raising the hand.

4.5 The vote shall be recorded if not unanimous.

5. Executive Sessions

5.1 The Board may hold an executive session for consideration of the following:

- 5.1.1 The appointment, employment, retirement, promotion, demotion, disciplining, resignation, discharge, dismissal, or compensation of any public officer or employee, or other personnel matters.
- 5.1.2 For the purpose of conducting a hearing on a complaint against a public officer or employee, unless such public officer or employee requests an open hearing.

- 5.1.3 The disciplining, suspension, or expulsion of any student in any public school, unless such student requests an open meeting.
 - 5.1.4 The physical or mental health of any person, unless such person requests an open meeting.
 - 5.1.5 Matters which, if discussed in public, would likely to adversely affect the reputation of any person.
 - 5.1.6 Any official investigation or matters relating to crime prevention or law enforcement.
 - 5.1.7 Matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving competition, which, if made public, might adversely affect the financial or other interest of the State or school district.
- 5.2 The President or presiding officer shall identify the authorization and reasons from WV Code 6-9A-4 for the holding of an executive session to the Board members and to the general public. An executive session may only then be held following majority affirmative vote of the members present.
- 5.3 No decision shall be made in an executive session. Following reconvening into open session a decision may be made relative to the business under consideration in the executive session.
- 5.4 Minutes shall be kept of executive sessions. The minutes shall be limited to material, the disclosure of which is not inconsistent with items 5.1.1 – 5.1.7 above.
- 5.5 All executive sessions shall be attended by the Superintendent and Assistant Superintendent, except those in which the Superintendent's tenure, salary, or administration of duties is under consideration.
- 5.6 The Board shall determine which other individuals, as appropriate, shall be included in executive session. The President shall invite said individuals into the session as needed, and shall dismiss them from the executive session when appropriate.

6. Minutes of School Board Meetings

- 6.1 The Board of Education shall provide for the preparation of written minutes of all of its meetings.
- 6.2 All such minutes shall be kept in a safe place by the Secretary to the Board, and shall be available for public review during regular business hours.
- 6.3 The minutes shall include, but not be limited to, the following information:
- 6.3.1 The date, time, and place of the meeting.
 - 6.3.2 The names of each member present and absent.
 - 6.3.3 All motions, proposals, resolutions, orders, ordinances, and measures proposed, the name of the person proposing the same, and their disposition.
 - 6.3.4 The results of all votes and, upon request of a member, the vote of each member by name.
 - 6.3.5 A copy of the minutes shall be provided for public review. This may include, but is not limited to posting in/on: local newspapers; local media; e-mail; Upshur County Schools Web site; public buildings, including school buildings.

7. Public Participation

7.1 It shall be the responsibility of the Superintendent to:

- 7.1.1 Require speakers or delegation(s) desiring to make presentations to the Board to register prior to commencement of meeting in which he/she/they desire to speak.
- 7.1.2 Require the submission of name(s) of the spokesperson(s).
- 7.1.3 Allot a specific period of time for the presentation. It shall be limited to 5 to 10 minutes at the discretion of the Board President depended upon the number of delegations.
- 7.1.4 Explain to the person(s) submitting the request the procedures to be followed at the Board meeting.

7.2 It shall be the responsibility of the Board President to explain to the individual speaker or delegation(s) the procedures that will be followed:

- 7.2.1 The time period for an individual presentation shall be limited to 5-10 minutes at the President's discretion dependent upon the number of delegations.
- 7.2.2 For a group presentation, a spokesperson will make the presentation for the delegation and shall be limited to 5 to 10 minutes at the President's discretion dependent upon the number of delegations. All others who want to speak on the same matter must receive approval to speak from the President, they must make their statement at a podium/front of the room, and their time shall be limited to 5 minutes.
- 7.2.3 The spokesperson will make his/her presentation at a podium/front of room.
- 7.2.4 The Board may ask questions of the presenter after his/her presentation and he/she is still at the podium/front of room.
- 7.2.5 If a student(s) is/are the delegation(s) and if the matter is directly related to the individual(s) presenting to the Board, the presentation shall be in executive session in compliance with the Family Rights and Privacy Act unless waived by the student concerned (if of the age of majority/legal consent age) and/or parent/legal guardian of the student(s).
- 7.2.6 If a student(s) is/are the delegation(s) and if the matter is in relationship to other student(s) and/or school personnel, the presentation shall be in executive session in compliance with the Family Rights and Privacy Act unless waived by the student concerned (if of the age of majority/legal consent age) and/or parent/legal guardian of the student(s); if in relationship to school personnel, consent must be given by the school personnel concerned.
- 7.2.7 If personnel are involved, the presentation shall be in executive session in compliance with the Family Rights and Privacy Act unless waived by the personnel concerned.
- 7.2.8 There will be no interruptions of the person who is making his/her presentation or those who have the floor to speak.
- 7.2.9 All speakers will conduct themselves with proper decorum. Use of profanity and personal verbal confrontations will not be tolerated and will be considered disorderly conduct.
- 7.2.10 Disorderly conduct will be called out of order by the Board President and may result in a call for recess.
- 7.2.11 Continued disruption or disorderly conduct could result in further action.

7.3 These guidelines are not intended to limit input to the Board in any manner, but only to improve communications and facilitate the handling of problems and concerns.

8. Media Participation

8.1 The media, including, but not limited to radio and television, shall be welcomed at any or all regular, special, or annual meeting of the Board of Education.

9. Board/Staff Communications

9.1 The Board recognizes professional and service educational associations affiliated with the West Virginia Education Association, Professional Educators Association, the West Virginia School Service Personnel Association, the American Federation of Teachers, and other professional agencies through which the personnel of Upshur County Schools represent their considered opinion in matters of concern to them.

9.2 The Board shall give due consideration to proposals and representation made on behalf of professional and service educational associations.

10. Authority

10.1 Legal Reference: WV Code §6-9A-1.6; §6-9A-2; §6-9A-3; §6-9A-5; §11-8-12a; §11-8-9; §11-8-12; §18A-2-8A; §18-4-10; §18-5-1c; §18-5-4

11. Adoption

Revised 10/14/14; 4/24/12