

# McClave School District Re-2 School Board Meeting Guidelines

## MISSION STATEMENT

McClave School District is dedicated to fostering the individual student's intellectual and emotional needs by developing self-esteem and self-awareness in a welcoming environment that is safe and secure. Students will develop a passion for learning, the mastery of basic skills, and the ability to solve problems in a more global nation while exploring new and challenging curricula. McClave Schools will provide opportunities for students to attain their highest potential in reaching challenging goals or accomplishing achievements in their quest for success.

## BOARD OF EDUCATION MEMBERS

**Teale Hemphill**

President

**Stephanie Malone**

Vice President

**Terri Beckett**

Secretary

**Jack Goble**

Treasurer

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BOCES Director

McClave School District Re-2 does not discriminate on the basis of disability, race, color, religion, sex, national origin, or age in access to, employment in, or in the provision of any of McClave School District Re-2 programs, benefits, or activities. Inquiries regarding McClave School District Re-2 compliance with Title IX, Section 504, Title VI, Title VII, American Disabilities Act-1990, and Affirmative Action may be referred to the Equal Employment Opportunity/Affirmative Action Compliance Officer for McClave School District Re-2, 308 Lincoln, McClave CO 81057 (719-829-4517).

## Welcome to a McClave School District Re-2 School Board Meeting

This information is intended to explain how the school board operates and how citizens may address the board.

### Board's purpose

The primary function of the board is to make policy to direct all aspects of the district's operation.

### Board members

The school board is composed of five citizens elected to serve overlapping terms of four years each. School board member positions are unsalaried. Voting for school board positions takes place on the November general election ballot.

### Board Action

No individual board member acts in the name of the board. For the board to act, a majority of the board must vote in favor of a motion during a scheduled meeting. A quorum of elected members must be present for board business to be conducted. The board has complete and final control over local school matters subject only to limitations imposed by state and federal law and the will of local residents as expressed in district elections.

Board meetings are conducted to carry on the business of the schools, and, therefore, are not public meetings, but are meetings held in public. All meetings are open to the public except during executive session. Executive sessions are held to discuss matters, which, by law, are confidential, such as personnel, student, and legal matters.

## Board Meetings

The McClave School District Re-2 school board holds its regular business meetings on the second Monday of each month at 6:00 p.m. in the board meeting room, unless otherwise scheduled. Any time a board meeting is called the law requires that a 24-hour notice be given to the public. Board meeting notice is posted in the school and with local media.

## Board meeting agendas

Agenda packets are delivered to the board members by the Friday prior to the meeting. Citizens can obtain an agenda in the board secretary's office on Friday morning.

- **Call to order**  
The board meetings are called to order at 6:00 p.m. unless otherwise stated.
- **Approval of Agenda**  
The board votes on the agenda.
- **Approval of Minutes of Previous Meeting**
- **Audience Correspondence**  
Include the following:

### *Gift to schools*

If any schools have received gifts or donations, the school board accepts them on behalf of the district at this time.

### *Recognitions*

As appropriate, the school board and superintendent recognize outstanding students, employees, and community members and organizations that receive awards, perform outstanding services or otherwise merit recognition. For more information or if you would like to recommend someone for recognition, please call the school at 829-4517.

### *Public comments*

During this time the board listens to concerns from citizens in the community. Up to 30 minutes at each board meeting are allotted for this purpose. Please refer to the "public participation at board meetings" section in this brochure for guidelines regarding public comments during board meetings.

### *Communications*

Members of the board or the superintendent may share communications they have received at this time. Typically, thank you letters and other written communications are shared. The board also may request reports or placement of items on the agenda for future board meetings.

### ❖ **Agenda Items**

The board listens to presentations by community members during this portion of the agenda. Citizens must request to be placed on the agenda at least five days before the board meeting. Please refer to the "public participation at board meetings" section for more information about citizens' agenda items.

### ❖ **Policies**

New or revised board policies are considered under this section of the agenda. All policies are read and voted by the board. Policies must be approved by a majority vote of the board.

### ❖ **Reports**

Reports are presented to the board as information only and are not voted on by the board.

### ❖ **Action items, information and discussion**

Action agenda items are decided by a majority vote of the board. Often, the board has heard a report on the action item at a previous meeting.

### ❖ **Announcements/board committee reports**

At this time the board members and the superintendent may report on recent meetings and workshops that they have attended and announce future activities.

## **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The school board, as the representative body of the McClave School District, welcomes any citizen to express an interest or concern related to the schools. If you have a concern, the best place to begin is with those directly involved and responsible, usually at the specific school with the teacher and/or principal. It is there that most problems can be quickly and productively resolved. If questions still remain, please contact the Superintendent; and, if convinced that further action is required, the Board is available to hear your concerns. Citizens are cordially invited to attend any, and all, regular or special board meeting.

### **I. To make comments to the school board at a board meeting (comments from the public):**

Citizens who want to speak to the board are invited to do so during the “public Comment” section of the meeting agenda. Anyone intending to speak to the board should **sign the speaker sign-in sheet** at the back of the boardroom. At the beginning of the “public comment” section, speakers will be called by the board in the order in which they are listed on the sign-in sheet.

#### **Please keep in mind the following guidelines:**

- ❖ Each speaker should limit their comments to three minutes, unless the time limit is waived by a majority vote of the board members present.
- ❖ No charges or complaints against individual district employees should be made. Such charges or complaints should be sent to the superintendent or school board in writing with your signature.
- ❖ Remarks that discriminate against anyone or adversely reflect upon the race, color, ancestry, religious creed, national origin, physical handicap, medical condition, sex, age, or marital status of any person are out of order and may end the speaker’s privilege to address the board.
- ❖ **Defamatory or abusive remarks or profanity are out of order and will not be tolerated.**
- ❖ If more than one person wishes to speak on the same topic, the new speaker is limited to providing only new information.
- ❖ The school board members and superintendent may ask questions of the speaker to better understand the comments made.
- ❖ If the board feels further action is necessary, the board will direct the superintendent to take appropriate action. The results of the action will be communicated to the concerned citizen.
- ❖ The board will not take formal action on any concern or request at the time of the speaker’s presentation.

### **II. To place an item on the board agenda**

If you wish to place an item on the agenda, please make your request to the superintendent or the secretary of the board at least five business days before the scheduled board meeting. The request should include your name and address, the purpose of the request to determine if the concern or issue may be resolved without placing the topic on the board agenda. If necessary, the superintendent may ask for appropriate review by the district administration. Once the review is complete, the superintendent will place the item on the next board meeting agenda as appropriate.