

## ***Board File: BEDA***

### **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 calendar year, the Board shall designate the public place or places at which notice of all Board meetings shall be posted, which may include electronic posting of notices to the District's website. 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 and special meetings and work-sessions to be posted ~~at the designated public place~~ on the District's website no less than 24 hours prior to the scheduled meeting. This notice shall include specific agenda information where 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, 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.

The superintendent or designee shall provide 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.

Adopted: prior to 1974 Revised:

November 19, 2002

Revised: October 5, 2004

Revised: July 21, 2009

Revised: August 3, 2010

Revised: April 19, 2016

Revised: January 16, 2018

Revised ~~by the Board~~: June 18, 2019

Revised by the Board: January 24, 2023

**LEGAL REF.:**

C.R.S. 22-32-108 (2), (3) (meetings of the board)

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

C.R.S. 24-6-402 (7) (district must keep list of persons who have requested notification of meetings when specified policies are discussed and provide reasonable advance notice to such persons)

**CROSS REF.:**

GP1.5, Agenda Planning

BE, School Board Meetings