

BOARD 1.0

POLICY 1.2

**CENTENNIAL SCHOOL BOARD MEETINGS**

The Centennial School Board President shall conduct meetings that are conducive to promoting positive discussion and group decision-making.

The Board President is responsible for conducting Centennial School Board meetings.

**Policy: 1.2**  
Approved:.....01/12/88  
Amended:.....11/10/92  
          .....05/17/94  
          .....09/12/95  
          .....02/08/00  
          .....08/12/03  
          .....01/24/06  
          .....06/24/08

CENTENNIAL SCHOOL BOARD MEETINGS

I. Centennial School Board Agenda and Minutes

A. Agenda

1. Preparation

- a. The agenda shall be prepared in advance by the Superintendent with the aid and advice of the Board President.
- b. Board Directors may place an item on the agenda by submitting the item in writing to the Superintendent a minimum of five business days before the Board meeting. In cases when the five-day notice requirement cannot be met, board members may verbally submit items to the Superintendent, who shall consult with the Board President relevant to the appropriate placement of the item(s) on the agenda.

2. Distribution

- a. The Superintendent shall distribute agendas to Board Directors on the Friday prior to a regularly scheduled meeting date.
- b. Agendas shall be made available to all Board meeting attendees.

B. Minutes

1. Regular Business and Worksession Meetings

- a. The Board shall retain a permanent record of the minutes of all regular business and worksession/regular business meetings of the Board.
- b. Audio tape recordings of meetings to aid in the preparation of minutes shall be erased when this purpose has been served.
- c. Minutes shall show:
  - (1) Date, place and time of meeting
  - (2) Presiding officer
  - (3) Directors present and absent
  - (4) Members of staff and public present
  - (5) Subjects considered
  - (6) Actions taken and recorded votes.
  - (7) Members of staff and public present and members of the public who speak at the public meeting.
- d. The minutes are not intended to be transcripts of conversations, or discussions of items or issues at the meeting. However, a Director may request that a statement related to an agenda item be entered verbatim into the Minutes. This request must be made at the public meeting at the time of the remarks.
- e. Each Director shall be provided with a copy of meeting minutes as part of the Board distribution packet. Minutes shall be approved at the next scheduled meeting, if possible.

f. Minutes shall be made available to the public for review in the public library following Board approval.

2. Committee Meetings

Each committee chairperson shall appoint a secretary.

The committee secretary shall record the minutes and present them for approval at the following meeting.

The minutes shall be submitted to the Superintendent and placed on the Board agenda for acceptance.

Contents of minutes shall include:

- (1) Time and place of the meeting
- (2) All in attendance, including community and press attendees
- (3) All motions and vote results
- (4) Any committee recommendation to the full Board for consideration shall be voted out of the committee by a simple majority
- (5) Time of adjournment
- (6) Time and place of next meeting, if established
- (7) Assignments made to committee members or administration.

II. Board Meeting Operations

A. Schedule of Meetings

1. The Board shall meet on the second and fourth Tuesday of each month.
2. The first meeting of each month shall be the regular business meeting of the Board, while the second meeting of the month shall be a combined worksession/regular business meeting.
3. The Board shall hold two meetings in December in election years. The first meeting, on the first Monday in December, shall be the reorganization meeting when officers are elected for the new calendar year and new Board members are seated. The second meeting, on the second Tuesday in December shall be a regular business meeting of the Board.

In non-election years only one meeting shall be held in December.

The reorganization meeting followed by the regular business meeting of the Board shall be held on the second Tuesday in December.

4. The Board shall hold only one meeting in August, a regular business meeting. No meetings shall be held in July.
5. If the business of the District requires additional meetings, the Board President shall be authorized to call for such meetings.

B. Order of Business

1. A quorum of five being present at the hour called and the President shall take the chair and proceed to business.
2. Should a quorum be assembled at the hour appointed, and the President be absent, the Vice-President, or a President Pro Tem, appointed by the members present, shall serve during the meeting, or until the President shall appear.
3. Should a quorum not assemble at the hour appointed, the Director or Directors present shall be competent to adjourn from time to time, that an opportunity may be given for a quorum to assemble, without which no business can be legally transacted.

C. Work session/Regular Business Meeting Format

1. The Board shall use the following order of business for a Worksession/Regular Business Meeting.
  - a. Call to Order
  - b. Roll call
  - c. Pledge of Allegiance/Announcements/ Presentations/-Good News/Student Reports
  - d. Community Comments
  - e. Committee Minutes
  - f. Old Business
  - g. New Business
  - h. Personnel
  - i. Policies
  - j. Other Discussion Items
  - k. Reports
  - l. Communications
  - m. Adjournment.
2. Worksession/regular business meeting agendas shall contain action items for initial review and discussion.
3. All items presented on the worksession/regular business meeting agenda shall have sufficient documentation/backup to support informed decision making by the Board.
4. All items shall be included on the worksession/regular business meeting agenda prior to being placed on a regular business meeting agenda, unless deadlines for decisions preclude such a timeline.
5. The Board shall have the right to act on any items on the worksession/regular session agenda.

D. Regular Business Meeting Agenda Format

1. The Board shall use the following format for a regular business meeting.
  - a. Call to Order
  - b. Roll call
  - c. Pledge of Allegiance/Announcements/ Presentations/-Good News/Student Reports
  - d. Community Comments
  - e. Old Business
  - f. New Business
  - g. Personnel
  - h. Operations and Policies
  - i. Financial
  - j. Minutes
  - k. Board Discussion and Comment
  - l. Reports
  - m. Communications
  - n. Additional Community Comments
  - o. Schedule of Board Meetings/Calendar of Events
  - p. Adjournment

E. Rules of Order

1. The Presiding Officer shall require courtesy to prevail at all times.
2. The Presiding Officer cannot offer or second a motion without turning over the gavel. His/her right is to vote on every question by virtue of membership on the Board.
3. The Presiding Officer may address points of order in preference to other Directors, and shall decide questions of order. These decisions may be appealed by Board Directors.
4. A motion made should be repeated distinctly by the Presiding Officer or read aloud before it is debated. After debate, the motion must again be repeated distinctly or read aloud before a vote is taken. Every motion shall be reduced to writing if the Presiding Officer or any Directors require it.
5. Any Director who shall have made a motion shall have the liberty to withdraw it with the consent of the second before any debate has taken place, but not after debate is had without leave being granted by the Board.

6. The consideration of any question may be postponed to the next meeting or to a later date. The time for reconsideration may be specified or unspecified, but may not be reconsidered at the same meeting.
7. An amendment may be moved on any motion, and shall be decided before the original motion, but no more than one amendment to an amendment shall be entertained.
8. If a motion under debate is composed of two or more parts, the Presiding Officer or Board member may request that it be divided. A separate vote must be taken on each part of the divided motion.
9. A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the Board is voting on another question or while a Director is addressing the Board.
10. No Director shall be interrupted while speaking, unless he/she is out of order, or for the purpose of correcting mistakes or misrepresentations.
11. The Presiding Officer shall require that debate on any subject under discussion be pertinent to that subject.
12. Any Director may require a roll call vote on any question.
13. In a roll call vote, order will be at the discretion of the Presiding Officer.
14. Rules for parliamentary procedures on motions are contained in Attachment A.
15. The Presiding Officer may change the order of the agenda with the concurrence of a majority of the members of the Board who are present.
16. When a specific number of votes are required by school code to approve an item, that requirement does not change if fewer than nine Board members are present (see Attachment B).

### III. Resident Participation at Board Meetings

- A. The Centennial School Board believes in and is committed to the principle that there should be resident participation at all School Board meetings. For the purpose of this policy, resident shall mean any one who lives in, or pays taxes directly to the School District.
- B. The following guidelines shall govern resident participation at meetings of the Centennial School Board.
  1. During a regular business meeting and a worksession/regular business meeting, residents may address the Board during a thirty-minute Community Comments section of the agenda. This thirty-minute period may be extended at the will of the Board.
  2. Resident participation may also occur as items are discussed during both the worksession/regular business meeting and the regular business meeting.

3. Comment is limited to approximately two minutes per person.
4. Should any resident require more time than the two minutes allotted, contact with the Superintendent should be made in advance of the meeting.
5. Issues may not be presented once they have been covered as part of the agenda or as part of an earlier residents' participation section.
6. The Presiding Officer shall enforce the following:
  - a. Residents who desire to address the Board should complete the Resident Participation Card.
  - b. Any resident desiring to be heard shall approach the microphone after being recognized by the Presiding Officer.
  - c. All comments from any resident shall be limited to two minutes unless prior contact with the Superintendent has been made to request additional time.
  - d. All residents shall identify themselves by name and place of residence.
  - e. All questions to the Board or the Administration shall be directed to the Presiding Officer who shall ask Administration or a Director of the Board to respond for the Board. The Presiding Officer may also refer an issue to the Administration or appropriate Board committee for investigation and have them report at a future Board meeting.
  - f. There shall be no polling of the Board Directors upon any non-agenda issue during the sessions open to the Centennial residents.
  - g. The Board, by majority vote, may extend any of the periods of time allotted for resident participation.
  - h. If there is a departure from these guidelines due to issues such as orderly discussion and proper decorum, the Presiding Officer on his/her own motion may limit or suspend the resident portion of the meeting or declare a speaker out of order and take away his/her floor privileges.
  - i. Residents who have detailed and involved inquiries are encouraged to contact the Administration during the working day. Interviews and meetings will be arranged whereby the issues can be gone into in depth without duly delaying the public Board meeting. The Presiding Officer may declare that any inquiry should more properly be resolved by a personal meeting of the inquirer with a member of the Administration.

IV. Non-Resident Participation at Board Meetings

If non-residents wish to bring an issue to the attention of the Board, they should write a letter to the President, care of the office of the Superintendent expressing their concern. This letter will be distributed to all Board members with the Board Information Packet.

V. Revisions to the Policy: Any suggested revisions to this policy require six votes for approval.

VI. Public Broadcasting

- A. School Board Meetings may be broadcast live and rebroadcast to the public via the School District cable channels. Non-live broadcasting will be provided to CSD retirement communities upon request.
- B. Meetings may be broadcast live as well as recorded live for future viewing via the Internet and the District's website.
- C. All meetings will be archived.



	Chair Recognition	Debatable	Amendable	Second Required	Type of Vote
1. Call question	Yes	No	No	Yes	2/3 of Those Present
2. Amend or modify	Yes	Yes	Yes	Yes	Majority Present
3. Hand/Roll Call Vote	No	No	No	No	None
4. Postpone question to next mtg.	Yes	Yes	No	Yes	Majority Present
5. Division of question	Yes	No	No	No	None
6. Point of Order	No	No	No	No	None
7. Appeal chair decision	No	No	No	Yes	Majority Present
8. Permission to withdraw motion	No	No	No	No	Majority Present
9. Reconsider question postponed	Yes	Yes	No	Yes	Majority Present
10. Recess	Yes	Yes	No	Yes	Majority Present
11. Adjournment	Yes	No	No	Yes	Majority Voting
12. To lay on the table	Yes	No	No	Yes	Majority Voting
13. To take from the table	Yes	No	No	Yes	Majority Voting

## Five and Six-Vote Lists

**Under the School Code, the following items require five votes, regardless of absences and abstentions (Section 508 of the School Code):**

1. Fixing the length of the school term.
2. Adopting textbooks.
3. Appointing or dismissing district superintendents, assistant district superintendents, associate superintendents, principals and teachers.
4. Appointing tax collectors and other appointees.
5. Adopting the annual budget.
6. Levying and assessing taxes.
7. Purchasing, selling or condemning land.
8. Locating new buildings or changing the locations of old ones.
9. Dismissing a non-tenured teacher (temporary professional employee) after a hearing.
10. Creating or increasing any indebtedness.
11. Adopting courses of study.
12. Establishing additional schools or departments.
13. Designating depositories for school funds.
14. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies, where the amount involved exceeds \$100.
15. Fixing salaries or compensation of officers, teachers or other appointees of the board of school directors.
16. Entering into contracts with or making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided for by the intermediate unit.

**A two-thirds majority (six votes) of the members of the board is required, under the School Code, for the following items:**

1. Dismissing tenured employees (1129).
2. Borrowing in anticipation of current revenues (640).
3. Temporary loans to meet emergencies (687[c]).
4. Selling or giving land to the community college or a charitable organization (707).
5. Dealing with temporary debts (634).
6. Overriding a superintendent's recommendation regarding textbook selection (803).
7. Budget transfers during the last nine months of a fiscal year (609 and 687[d]). (Be sure to read the Greencastle-Antrim School District case, *SLIE*, Vol. 15, No. 119, 1978, in conjunction with this requirement.)
8. Electing a former board member, after resigning, to the position of teacher by the board of which he was a member (324).