

# SHERBURNE ELEMENTARY SCHOOL

## BOARD MEETINGS

### Policy

All Board meetings will be held in compliance with Vermont's open meeting laws, 1 V.S.A. §§310 et seq.

### Schedules

Regular meetings will be held according to a schedule fixed in advance of the school year and will be reflected in the procedure accompanying this policy. The meeting schedule will be published and made available to the news media by the Superintendent.

Special and emergency meetings will be called by the Chair on his or her own initiative or when requested by a majority of the Board and warned appropriately. Only items on the agenda may be discussed at these meetings.

An agenda for each meeting will be prepared by the Superintendent and/or Principal after consultation with the Board Chair and in compliance with Board policy on agenda preparation.

### Conduct of Board Meetings

Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised.

### Executive Sessions

Executive sessions of the Board will be convened only for the purposes stated in 1 V.S.A. §313. Minutes of executive sessions will NOT be kept though notes may be taken if the Board determines that is necessary. Any notes taken will not be made public and Board members will not make public the confidential issues discussed during an executive session.

*Clerk:*

*Date Warned: April 3, 2007*

*Date Adopted: May 8, 2007*

*Legal Reference(s): 1 V.S.A. §§310 et seq. (Public meetings)*

*16 V.S.A. §554 (School board meetings)*

*Cross Reference: Board Meeting Agenda Preparation and Distribution (C1)*

*Public Participation at Board Meetings (C3)*

## **REGULAR BOARD MEETINGS**

Regular School Board meetings will be held on the second Tuesday of each month in the Sherburne Elementary School library starting at 4:00 pm.

The usual order of business at regular meetings will be:

1. Call to order
2. Approval of the minutes of previous meetings
3. Treasurer and financial reports
4. Signing orders and payments of bills
5. Visitors
6. Communications
7. Committee reports
8. Report of the Superintendent
9. Unfinished business
10. New business
11. Other business
12. Executive session if needed
13. Adjournment

All meetings of the Board will be conducted in accordance with the Vermont Open Meeting Law and Robert's Rules of Order.