

Rutland Windsor Supervisory Union Ludlow Elementary School District Mount Holly Elementary School District Plymouth School District Union #39 School District	<b>BOARD MEETINGS</b>	<b>Policy C2</b>
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**Policy**

It is the policy of the Rutland Windsor Supervisory Union, Ludlow Elementary School District, Mount Holly Elementary School District, Plymouth School District and Union #39 School District (hereinafter referred to as "District(s)") to assure that all board meetings will be held in compliance with Vermont's Open Meeting Laws, 16 V.S.A. §310 et seq.

**I. IMPLEMENTATION**

**A. Schedules:**

Regular meetings will be held according to a schedule fixed in advance of the school year and will be reflected in the procedure below. 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 after consultation with the Board Chair and in compliance with Board policy on agenda preparation.

**B. Conduct of Board Meetings:**

Meetings will be convened only for the purposes stated in 16 V.S.A §313. Minutes of executive sessions will NOT be kept though notes may be taken if the Board determines that it is necessary. Any notes taken will not be made public and Board members will not make public the confidential issues discussed in an executive session.

**The usual order of business at regular meetings will be:**

- I. Call to Order:
- II. Superintendent Report:
- III. Public Comments:
- IV. Policies, Joint:
- V. Department/Committee Reports, Joint:
- VI. Recess to Individual Boards
- VII. Call to Order/Communication:
  - a. Oral Communications
  - b. Written Communications
  - c. Board Comments
- VIII. Minutes, Approval:
- IX. Business Items:
- X. Department/Committee/Principal Reports:
- XI. Policy:
- XII. Contracts/Hiring/Resignations:
- XIII. Board Goals:
- XIV. Next Meeting & Set Agenda Items:
- XV. Executive Session, if needed:
- XVI. Adjournment

**Legal References:**

*1 V.S.A. §310 (Public Meetings); 16 V.S.A.554 (School Board Meetings)*

District:	Reviewed only	Date Warned	Date Adopted	Replaces Policy
Rutland Windsor Supervisory Union		March 4, 2011	March 16, 2011	C2 & C8
Ludlow Elementary School District		October 21, 2010	November 3, 2010	BL
Mount Holly School District		October 21, 2010	November 3, 2010	BL
Plymouth School District		September 25, 2010	October 7, 2010	BH/BK/BL
Union #39 School District		October 21, 2010	November 3, 2010	BK/BKA