

PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE1

BOARD OF EDUCATION

BY-LAWS

ARTICLE 1 POWERS AND DUTIES OF THE BOARD OF EDUCATION

A. The Platte Canyon School District Board of Education shall possess all powers delegated to a Board of Education or to the School District by law and shall perform all duties required by law. The Board of Education shall have control of instruction of the public schools within the Platte Canyon School District.

1. Duties - the Board of Education must:
 - a. hold organizational meetings to elect officers
 - b. hold regular and special meetings in public
 - c. adopt policies and regulations for the efficient administration of the affairs of the District
 - d. adopt policies related to conflict of interest for Board Members
 - e. determine the educational programs to be carried on in the schools of the District, and prescribe the textbooks for any course of instruction or study in such programs
 - f. determine the school calendar
 - g. provide instruction about the effect and use of alcohol and controlled substances
 - h. provide for the education of children with disabilities
 - i. adopt a student discipline and conduct code
 - j. adopt a student publications code
 - k. enforce the School Attendance Law
 - l. employ all personnel required to maintain the operations and carry out the educational program
 - m. establish and implement a certificated (licensed) personnel evaluation system
 - n. adopt a salary schedule for all teachers, or a salary policy which may consider performance pay
 - o. keep complete and accurate financial and accounting records
 - p. assure protection of public deposits in authorized investments and depositories
 - q. adopt a budget for each fiscal year
 - r. certify necessary tax levies to the County Commissioners.
2. Powers - the School Board may:
 - a. sue and be sued
 - b. acquire, take, and hold real personal property; and sell or lease property
 - c. purchase and construct buildings
 - d. provide furniture, equipment, library books, "and everything needed to carry out the educational program"
 - e. determine which schools will be operated and fix the attendance boundaries of each school
 - f. furnish transportation for pupils
 - g. provide for the free use of textbooks

References:

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C.R.S. 1-2-101,102 Qualification and registration of Elections
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C.R.S. 24-18-108.5, 109 Rules of Conduct for Boards and Commissioners
Colorado Association of School Boards Standards Adopted June 12, 1999
Adopted: 5/10/00; Revised: 12/5/01; 4/2/03; 3/3/04; 5/18/05; 10/2/06, 10/15/07, 3/10/08, 9/14/09, 11.08.10

PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE1

BOARD OF EDUCATION

BY-LAWS

- h. charge tuition and fees reasonably necessary for textbooks and expendable supplies
 - i. exclude books determined by the Board to be of an immoral or pernicious nature
 - j. suspend, expel, and deny admission to students for statutory reasons
 - k. employ a chief executive officer
 - l. adopt policies related to all aspects of employment
 - m. discharge or otherwise terminate the employment of all personnel, subject to Teacher Employment, Compensation and Dismissal Act of 1990
 - n. enter into master agreement with school employees
 - o. issue tax anticipation notes
 - p. issue bonds after an election.
- B. Members of the Board shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of any individual Board Member except when such statement or action is in compliance with specific instruction of the Board.
- C. Each Member of the Board of Education shall have access to all school records at all times.

ARTICLE 2 BOARD MEMBERSHIP

- A. The Board of Education shall consist of five (5) Members (Directors), each elected for a term of four (4) years, except that when a vacancy occurs during a term, a director shall be appointed as prescribed by statute.
- B. Any candidate for the office of School Director shall be a resident of the District and a registered voter, as shown on the books of the county clerk and recorder for at least twelve consecutive months prior to the election or prior to the time of appointment, be 18 years or older by the date of the election, and be a citizen of the United States.
- C. Any person who has been convicted of, pled guilty or nolo contendere to, or received a deferred judgment or sentence for commission of a sexual offense against a child is ineligible for election to the School District Board of Education. Any Board member who is convicted of, pleads guilty or nolo contendere to, or receives a deferred judgment for a sexual offense against a child shall become ineligible to serve and a vacancy shall be created. Any person who is the subject of a pending charge of commission of a sexual offense against a child at the time of election is ineligible for election to the School District Board of Education.
- D. No candidate may run for an office of School Director representing a political party. Board members shall be nonpartisan in dealing with school matters.

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PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE1

BOARD OF EDUCATION

BY-LAWS

- E. Local School Board Members are limited by the state constitution to serving two consecutive terms, beginning January 1, 1995 (Colo. Const. Art. XVIII, Sec.11). If the term is for two years or less, then three consecutive terms are allowed. However, the state constitution allows the Board of Education to submit a question to local voters to lengthen, shorten or eliminate the term limitation.
- F. Members of the Board of Education shall not be compensated for services. However, upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Board, Board Members may be reimbursed from District funds. Reimbursement for travel will be at the same rate as that for staff.
- G. The Board encourages the participation of all Members at appropriate school Board conferences, workshops, and conventions. The District shall pay expenses incurred by Members of the Board of Education for participating in workshops, conferences and conventions that are specifically related to Board Membership. Funds for these activities will be budgeted on an annual basis. When funds are limited, the Board will designate which of its Members will participate in each workshop, conference or convention. These Members shall provide the Board a follow-up report at the next regularly scheduled meeting.

ARTICLE 3 OATH OF OFFICE

- A. Each school Board Member, within 15 days following certification of the election results by the Park County Clerk and Recorder or at the time of appointment, is required to take an oath of office that he/she will faithfully perform the duties of office as required by law and will support the Constitution of the United States, the Constitution of Colorado, and laws made pursuant thereto. Such oath shall be filed with the designated election official for the School District. In case a Director fails to take the oath within the period, the office shall be deemed vacant, and the vacancy thus created shall be filled in the same manner as other vacancies in the office of Director.

ARTICLE 4 CODE OF ETHICS

- A. As a Member of my local Board of education I will strive to improve public education, and to that end I will...
 - 1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
 - 2. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

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PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE1

BOARD OF EDUCATION

BY-LAWS

3. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all Board Members, and seek systematic communications between the Board and students, staff, and all elements of the community;
5. Work with other Board Members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;
6. Communicate to other Board Members and the Superintendent expressions of public reaction to Board policies and school programs;
7. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain;
10. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and
11. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

ARTICLE 5 CONFLICTS OF INTEREST

- A. Board Members shall disclose known potential conflicts of interest in connection with Board contracts, purchases, payments, or other pecuniary transactions in writing to the Superintendent, and to the Secretary of State of Colorado at least 72 hours prior to voting on any such transaction.
- B. The Superintendent, upon receipt of notification of a Board Member's conflict of interest, shall cause all other Board Members to be notified.

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PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE 1

PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE1

BOARD OF EDUCATION

BY-LAWS

- C. The Board considers it a conflict of interest for a Board member to be a full-time employee of the District. Short-term, temporary or substitute employment paid on an hourly or daily rate is not considered to be a conflict of interest. Therefore, the Board shall not hire any of its members to be an employee of the District other than as a short-term, temporary or substitute employee paid on an hourly or daily rate and limited to no more than 89 days or less than one semester in an assignment. Further, any employee elected to the Board shall be required to relinquish employment with the District prior to taking office. Director candidates who are employees of the District shall be notified by the District's Election Official that upon being elected as a Director on the Board, the employee must resign from employment with the District prior to taking the Oath of Office.

ARTICLE 6 ELECTIONS

- A. The Board of Education shall govern the conduct of all school elections, shall designate an election official, who shall be responsible for conducting the election, and shall render all interpretations and make all initial decisions as to controversies or other matters arising in the conduct of such elections. All elections shall be conducted pursuant to the provisions of articles 1 to 13 of title 1, CRS. The Board may contract with the County Clerk and Recorder for the administration of any of the duties of the Board, its Secretary, or the designated election official relating to the conduct of any school election.
- B. The election shall be conducted by the County Clerk if this individual is conducting a coordinated election pursuant to section 1-7-116, CRS.
- C. School Director candidates must meet the requirements as specified in policy 102, Article 2 and meet all statutory requirements. Candidates must file a written notice of intention with the Secretary of the Board of Education prior to sixty-seven days before the election date, together with a nomination petition signed by at least fifty registered electors of the school district. Nomination petitions shall be available at the School District Office. Candidates must also file an affidavit with the County Clerk's office, as required.
- D. Registered voters of the District elect Directors to the Board of Education at regular school elections held on the first Tuesday following the first Monday of November in each odd-numbered year. At every other biennial election, two directors are elected; at the other biennial election three directors are elected. Directors are elected at-large, whereby any person residing in the School District may be elected to the Board to represent the entire District. The county clerk and recorder conducts school elections in accordance with the Uniform Election Code of 1992. The County Clerk is to complete the survey of election results no later than seven days following the election.

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BOARD OF EDUCATION

BY-LAWS

- E. Any person registered as a District elector may vote. Voter qualifications are the same as those for voting in general elections. The person must be: (1) at least 18 years of age; (2) a citizen of the United States; (3) a resident of the State of Colorado for 25 days; (4) a resident of the election precinct for 25 days. Qualified electors are permitted to register up to 25 days before the election.
- F. The Board has the option of conducting the election by mail ballot in accordance with state law and rules promulgated by the Secretary of State.
- G. If 25 days before the election, there is only one candidate for each position to be filled, the Board may cancel the election and by resolution declare the candidates elected, pursuant to state law if there are no other issues placed on the ballot by the Board.

ARTICLE 7 VACANCIES AND APPOINTMENTS

- A. Vacancies may occur on the Board because of a Member's resignation, moving outside of the District, death, recall or removal from office for such reasons as specified by law. A Member's office shall be declared vacant by the Board of Education if he does not attend three consecutive regular meetings of the Board unless the Board by resolution approves any additional absences or unless such absences are due to temporary disability or illness.
- B. When a vacancy occurs on the Board of Education, the Board is required by law to appoint a person to fill the vacancy within sixty (60) days. The Board shall post notices of the vacancy for a period of not less than 20 days. The notice shall include procedures to be followed for qualified individuals to apply as candidates. After review of the written applications, the Board shall select candidates to be interviewed and shall schedule the interviews prior to the next scheduled meeting within the 60 day period. Should the Board not act within the 60 days, the President of the Board shall make the appointment. Whether the appointee serves for the remainder of the term or until the next succeeding election depends on the number of days until the next regular biennial election and the number of years left in the term.
 - 1. If the vacancy occurs more than ninety (90) days prior to the next regular biennial school election and the unexpired term is for more than two (2) years, the term of the appointment is until the next election, when a successor for the remainder of the term is elected.
 - 2. If the vacancy occurs within ninety (90) days prior to the election and the remaining term is for more than two (2) years, the term of appointment is until the next succeeding election when a successor is elected for the remainder of the term.

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BOARD OF EDUCATION

BY-LAWS

ARTICLE 8 OFFICERS – ORGANIZATIONAL MEETING

- A. Within 15 days after each regular biennial school election, the Board shall meet in an organizational session for the purpose of electing officers for the following two years. The incumbent President of the Board shall preside until a successor is elected, whereupon the successor will assume the chair.
- B. Following the canvass of election votes and the swearing in of the newly-elected Board Member or Members, the following officers, in order, shall be elected from within the Membership: President, Vice-president, Secretary and Treasurer. Any officer may succeed herself/himself for one two-year term. Nominations shall be made from the floor and voting shall be by roll call. Should no nominee receive a majority vote of Board Members present and voting, the election shall be declared null and void, further nominations may be made and the roll call vote shall be retaken.

ARTICLE 9 OFFICERS - DUTIES

- A. President
The President shall preside at all Board meetings, sign contracts to which the District may be a party, sign official reports and exercise such other powers as required by statute.
- B. Vice-President
In the absence or inability of the President, the Vice-President shall have and perform all of the powers and duties of the president.
- C. Secretary
The Secretary of the Board shall sign documents, attest contracts requiring such signature, serve as custodian of the District's seal, cause minutes of each meeting to be kept and preserved, and shall review minutes of meetings for accuracy prior to official Board approval. The Secretary shall be bonded in keeping with state statutes. A staff secretary shall serve as Secretary to the Board to complete correspondence, schedule appointments, prepare meeting agendas, post and publish notices of elections, post notices of meetings, notify each Board Member of special meetings, take minutes of meetings, and maintain all Board records.
- D. Treasurer
The Treasurer must account for all moneys belonging to the District and submit such reports as required by the Board. All warrants, orders or checks drawn in payment of lawfully incurred and properly authorized obligations of the District shall bear the written or facsimile signature of the Treasurer of the Board. The Treasurer shall be bonded in keeping with State statutes. (Bonding of all Board Members is provided through the Colorado Schools Self-Insurance Pool). A staff accountant shall be assigned to maintain accurate records of all funds including revenues, expenditures, transfers, and reserves.

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PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE 1 BY-LAWS 7 of 16

PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE1

BOARD OF EDUCATION

BY-LAWS

ARTICLE 10 OFFICER - RESIGNATION

- A. Should one or more officers of the Board resign, the Board shall elect another Member or Members to fill the vacant office or offices as provided by law. A newly elected officer shall assume her/his duties immediately upon election. Inasmuch as the election of a new officer on a four-officer, five-Member Board frequently requires a shifting of officers, it shall be permissible for a Member to be nominated for another office without resigning her/his current office. Upon her/his acceptance of the nomination and election to the new office, her/his former office shall be declared vacant and another Member elected to fill that position.

ARTICLE 11 REPRESENTATIVES

- A. The Board may appoint Members to committees, other boards or groups to serve as the Board's representatives. When such appointments are made, the representative shall keep the full board informed of the general nature of discussions, recommendations and actions taken.
- B. The Board shall appoint two Members to be Board Members of the Mount Evans Board of Cooperative Educational Services.
- C. The Board shall appoint one Member to be a Legislative Representative to the Colorado Association of School Boards. Board Members may also be appointed to participate in the Legislative Network.

ARTICLE 12 MEETINGS

- A. Three Members of the Board of Education shall be in attendance at all meetings to constitute a quorum for the transaction of business.
- B. All meetings of the Board of Education at which any public business is discussed or at which any formal action may be taken, except for periods when the Board is in executive session, shall be open to the public. Notice of each meeting is to be posted on the District's website, at the District office, at each school, and at the Bailey, Pine and Shawnee Post Offices.
- C. Conduct of Meetings:
1. The president of the Board of Education shall preside at all Board meetings. Roberts Rules of Order shall be used as a guide for the conduct of meetings. In cases of interpretation, the decision of the President of the Board shall be final.

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BOARD OF EDUCATION

BY-LAWS

2. Items may be reviewed and considered under discussion and/or information during one or more meetings prior to becoming action items to allow community, staff, and Board Member input.
 3. All voting at any meeting shall be by roll call. The names of the Members shall be called alphabetically, and each Member present shall orally vote "Aye" or "No" upon each question unless excused from voting by the Board for good cause.
 4. All motions will be considered lost unless they receive a second and an affirmative vote is given by the majority of the Members present.
 5. A consensus motion may be used for approval of routine action items such as personnel reports, payment of bills, policy review, and approval of contracts. An individual Board Member may request that an item be removed from the consensus motion for discussion and consideration.
- D. Public comments are welcomed to help the Board in fulfilling its responsibilities. Because the Board desires to hear the viewpoints of citizens throughout the District and also needs to conduct its business in an orderly and efficient manner, specific times at regular meetings are scheduled for comments from members of the public. Comments are limited to three (3) minutes unless prior arrangements are made with the Board President. The Board President or the presiding chair of the meeting is responsible for recognizing speakers, for maintaining order, and for assuring adherence to time limits. The Board does not respond to comments during the meeting. In most cases, arrangements will be made to have an appropriate administrator or staff member follow-up individually at a later time, or, if appropriate, request a response from an administrator or staff member. Some comments will not result in a staff response. Issues initiated by public comment may be scheduled as a discussion item at a future meeting.
- E. An audio recording shall be made of regular and special meetings at which votes are taken and recorded and shall make the recording available to the public as required by law. Recordings shall be maintained for at least 90 days. Minutes of any Board meeting at which the adoption of any policy or formal action occurs or could occur shall be taken and promptly recorded by the Secretary to the Board and reviewed by the Board Secretary. The minutes shall be approved by Board action and shall be signed by the Secretary of the Board of Education following their approval. The minutes shall be in the custody of the Secretary to the Board and shall be made available to the public at the District Office upon request during normal office hours. The approved (official) minutes constitute the written record of all proceedings of the Board. Therefore, the minutes shall include:
1. The nature of the meeting, whether regular or special; time and place; Members present; approval of the minutes of the preceding meeting or meetings.

References:

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PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE 1

PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE1

BOARD OF EDUCATION

BY-LAWS

2. A record of all actions taken by the Board; the motion, the name of the Member making the motion and seconding it; the record of the vote, with the vote of each Member recorded. Reports and documents related to a formal motion may be omitted if they are referred to by title and date.
3. A record of all business that comes before the Board through reports of the Superintendent and others and through communications from staff and the public.
4. The names of all persons who speak before the Board and the topic of their remarks.
5. A record that an executive session was held, including the names of those present and the topic of discussion.
6. The record of adjournment.

ARTICLE 13 REGULAR MEETINGS

A. Notification

1. Dates and locations of regular meetings of the Board shall be provided in annual announcements and made available in printed form to the news media and public.
2. The agenda, related materials and the minutes of the last regular meeting shall be available for Board Members no later than 72 hours before the next regular meeting.
3. Notice of regular meetings shall be posted on the District's website, at each school, at the District Office and at the Bailey, Pine and Shawnee Post Offices. At a minimum, notices shall be posted 24 hours in advance of the meeting and include specific agenda information.

B. Schedule

1. Regular meetings of the Board of Education shall be held on the second Monday of each month, except July, beginning at 6:00 P.M. If the second Monday is a holiday, the meeting shall be scheduled on the third Monday of the month. Meetings shall be held in the District Office Board Room, unless a different time and place have been designated when the official agenda is published, or unless the Board approves a change by majority vote at a regular meeting.

References:

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PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE1

BOARD OF EDUCATION

BY-LAWS

C. Agenda

1. Agenda items for Board of Education meetings may be suggested by Board Members, staff, and the public. The Superintendent and President of the Board shall develop the agendas for all meetings. The Secretary to the Board shall prepare the agenda and materials. Agendas may be amended at Board meetings by majority vote of the Board.
2. Copies of agendas shall be available to individuals upon request at the District Office during regular business hours on the date of the meeting and to meeting attendees.
3. Agenda Format
 - a. Call to Order
 - b. Roll Call
 - c. Pledge of Allegiance
 - d. Approval of Agenda
 - e. Special Topic/Report
 - f. Public Comment Related to Agenda Items
 - g. Action Items
 - h. Board Member Reports
 - i. Superintendent's Report
 - j. Communications
 - k. Information/Discussion Items
 - l. Public Comment Pertaining to School or District Operations (Not on the Agenda)
 - m. Future Agenda Items

ARTICLE 14 SPECIAL MEETINGS

- A. Special meetings of the Board of Education may be called by the President at any time and shall be called by him/her upon written request of a majority of the Board of Education. The Secretary shall cause written notice of any special meeting to be mailed or delivered to each Member of the Board of Education stating time, place and purpose of the meeting. If the notice is delivered it shall be in the hands of the Members no later than twenty-four (24) hours prior to the hour set for the meeting; and if it is mailed, it shall be mailed no later than seventy-two (72) hours prior to the hour set for the meeting.
- B. The Secretary to the Board shall issue written notice of special meetings at least 24 hours in advance except that Board Members may waive notice of the time, place and purpose of a special meeting at any time before, during, or after such meeting; and attendance thereof shall be deemed to be a waiver. If written notice is waived by Board Members, the press shall be given telephone notice.

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PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE1

BOARD OF EDUCATION

BY-LAWS

- C. At any special meeting, no business other than that stated in the notice of said meeting shall be transacted, unless all Members are present and consent to consider and transact other business.
- D. Special meetings include work sessions for the purposes of planning, brainstorming and thoughtful discussion. As with other special meetings, public notice of the meeting, including the topics for discussion and study, shall be provided and the session shall be open to the public.

ARTICLE 15 EXECUTIVE SESSIONS

- A. At any regular or special meeting, by two-thirds vote of those present, the Board may proceed into executive session, which shall be reflected in the minutes. The Board shall include the specific citation to statute authorizing it to meet in executive session when it announces the session and identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized. The topic of the executive session shall be reflected in the minutes. Executive sessions may be convened solely for considering any of the following matters:
 - 1. Purchase, acquisition, lease, transfer or sale of any real, personal or other property. However, no executive session shall be held to conceal the fact that a Member of the Board has a personal interest in such property transaction.
 - 2. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. The mere presence or participation of an attorney at an executive session shall not be sufficient to satisfy this requirement.
 - 3. Matters required to be kept confidential by Federal or State law or regulations. An announcement will be made indicating the specific legal citation.
 - 4. Specialized details of security arrangements or investigations.
 - 5. Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations and instruction of negotiators.
 - 6. Personnel matters except when an employee who is the subject of an executive session requests an open meeting. If the personnel matter involves more than one employee, all of the employees must request an open meeting. A teacher dismissal hearing shall be open to the public unless either the administration or the employee requests that the hearing be closed.
 - 7. Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act.

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PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE 1 BY-LAWS 12 of 16

PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE1

BOARD OF EDUCATION

BY-LAWS

8. Discussion of individual students where public disclosure would adversely affect the person or persons involved.
- B. The Board shall not make final policy decisions nor shall any resolution, rule, regulation, or formal action, or any action approving a contract or calling for the payment of money be adopted or approved at any executive session. The Board may approve written minutes of an executive session, if written minutes are taken.
- C. Only those persons invited by the Board may be present during any executive session regardless of the topic of the session (including personnel matters).
- D. The Board shall cause an electronic recording to be made of the executive session which shall be retained by the Board for 90 days following the session except as provided in paragraph E of this Article. The record is to be kept by the Board Secretary. It is to be routinely erased with two Board members or a Board member and the Superintendent present. No copies of executive session recordings may be made.
- E. No electronic record shall be made of an executive session held for the purpose of discussing an individual student matter or of a session in which the discussion involves a privileged attorney-client communication. The electronic record must include the specific statutory citation to the executive session law that allows the Board to meet in executive session.
- F. Information discussed in Executive Sessions is confidential. Board Members and individuals invited by the Board to participate in the session are expected to maintain confidentiality with regard to the matters discussed. At the beginning of the session, participants are to be reminded that all matters discussed are to remain confidential and are not to be disclosed to others without consent of the Board.

ARTICLE 16 COMMITTEES

- A. The Board of Education may appoint committees to carry out specific functions as it deems necessary. At the Board's discretion, these committees may include citizens, staff, students, consultants and Members of the Board. Such committees shall not have executive power but shall serve in an investigative and advisory capacity, reporting all recommendations and findings to the Board of Education.
- B. Specific topics for study or charges shall be provided to each committee established by the Board. The Board shall have sole power to dissolve any of its committees and shall reserve the right to exercise this power at any time during the life of the committee.

References:

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20 USC 2361 through 2368 Coverdell Teacher Protection Act, NCLB 2001 limits liability of School Board Members
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PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE 1 BY-LAWS 13 of 16

PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE1

BOARD OF EDUCATION

BY-LAWS

- C. Board Members may serve as members of District and school committees. However, a Board Member participating on such committees does not represent the Board and must notify the committee that he/she is not serving in an official Board capacity. The Board may appoint a member to serve as an official no-voting liaison to a committee. When such appointment is made, the President of the Board shall notify the committee chairperson. The liaison shall be responsible for regularly updating the Board on committee activities, suggestions and recommendations.
- D. The Board shall establish committees required by State or Federal law or regulation and cause such committees to operate as required by such law or regulation.

ARTICLE 17 PROFESSIONAL SERVICES

- A. The Board of Education recognizes that the increasing complexities of School District operations frequently require professional legal services. Therefore, it shall retain a competent attorney or legal firm to systematically provide such services. A decision to seek legal advice or assistance from such attorney shall originate from the Board, the Superintendent, or persons specifically authorized by the Board or Superintendent. The Superintendent shall inform the Board prior to requesting unusual types or amounts of legal services.
- B. The Board of Education shall appoint an auditor to conduct audits of School District moneys and to prepare statements of financial condition to be published and posted as required by law.

ARTICLE 18 POLICIES

- A. Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Education.
- B. The Board shall adhere to the following procedure in considering, adopting or revising policy proposals to ensure that they are well-examined before final action:
 - 1. Information/Discussion – the proposed policy or policy revision shall be presented as an information/discussion item. The public may offer comments at this time or submit comments in writing prior to Board action. The proposed policy may be continued on subsequent agendas for discussion until the Board and Superintendent determine that it is ready to be formally read for action.

References:

Constitution of Colorado, Article IX, Section 15
20 USC 2361 through 2368 Coverdell Teacher Protection Act, NCLB 2001 limits liability of School Board Members
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PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE 1 BY-LAWS 14 of 16

PLATTE CANYON SCHOOL DISTRICT, PARK COUNTY RE1

BOARD OF EDUCATION

BY-LAWS

2. Action/Vote – The Board shall vote on the proposed policy or policy revision at the next regularly scheduled meeting following the meeting in which the proposed policy or policy revision was discussed except, by a vote of the Board, action may be postponed until a specified date.
- C. Board members may propose amendments at any of the procedural steps, except that the Policy must be removed from the consent agenda before such amendment may be made.
- D. Under unusual circumstances, the Board of Education may temporarily approve a policy to meet emergency conditions. However, the procedure in paragraph B shall be required before the policy shall be considered permanent.
- E. The Board may waive policies to facilitate attainment of school-level or District level goals. Requests for school waivers are to be submitted by the Principal with the recommendation of the Superintendent. The Superintendent may initiate waivers for District level goals.
- F. In cases when action must be taken and the Board of Education has provided no guides in policy for such action, the Superintendent shall have the power to act. The Superintendent's decisions, however, shall be subject to review by the Board at the next regular meeting. The Superintendent shall inform the Board promptly of such action and of the need for policy.
- G. In the event of special circumstances, the operation of any section or sections of Board By-laws or policies may be temporarily suspended by a majority vote of Board Members present at any regular or special meeting. This provision does not apply to any By-law or policy that is established by law or by contract.
- H. The Board shall review policies on a continuing basis to assure they are kept up-to-date and that they may be used consistently as a basis for Board action or administrative decisions.
- I. True and correct copies of all Board of Education By-laws and District Policies adopted by the Board of Education shall be available at the District office for public inspection during regular office hours. Complete sets of the policies shall be issued to each Board Member, the Secretary to the Board, the Superintendent and each Principal. Policies shall be accessible to staff and the public on the District's official website.

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ARTICLE 19 STANDARDS FOR THE BOARD'S PERFORMANCE

- A. ACCOUNTABILITY – The Board will:
1. Hold itself accountable for its own performance
 2. Assess its own and the superintendent's performance on a regular basis
 3. Hold itself accountable for the District's performance
 4. Provide orientation for new members.
- B. BOARD ACTION – The Board will:
1. Prioritize resources to support District goals
 2. Serve as active links with the community and other government agencies
 3. Recognize the Superintendent as the Board's primary link with the staff
 4. Base decisions on the District's vision, student needs, research, empirical data, and a balance of community norms, legal constraints, political realities, and resources
 5. Make decisions at the Board policy level
 6. Effectively advocate for the District and students
 7. Encourage and support promising new approaches to teaching and learning and the continuous renewal of education
 8. Model and support professional development.
- C. BOARD CONDUCT – The Board will:
1. Function as a whole unit rather than a collection of individuals
 2. Demonstrate effective decision-making principles
 3. Maintain trusting relationships with community and staff
 4. Maintain on-going, open and effective communication with the superintendent.
- G. COMMUNITY RELATIONS – The Board will:
1. Identify community values and expectations
 2. Establish shared community vision and goals to assure high student achievement
 3. Keep the District and community focused on educating students
 4. Honor, support and encourage the continued improvement of public education.

References:

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