

## Notification of School Board Meetings

The Board shall give full and timely notice to the public of any meeting at which the adoption of any proposed policy or formal action shall occur or at which a quorum of the Board is expected to attend.

Dates of regular meetings of the Board shall be provided in annual announcements and made available on the District's website. 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. 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 no less than 24 hours prior to the 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 on the District's website or at the 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.

### Notice to the Board

The superintendent shall post the agenda, together with meeting materials and the minutes of the last regular meeting, to Board members no later than seven (7) calendar days before the next regular meeting. There may be additional documentation updated and/or added to the agenda after the posting of the agenda but within 24-hours prior to the meeting.

Adopted: August 13, 2002  
Revised: March 11, 2008  
Amended: January 14, 2014

LEGAL REFS.: C.R.S. 22-32-108 (2),(3) (*meetings of the board*)  
C.R.S. 24-6-402 (2)(c) (*open meeting law*)

CROSS REFS.: BE, School Board Meetings  
BF, School Board Work Sessions and Retreats