

Article II.D. Board of Education Meetings

A. Statement of Purpose

The Board of Education of Granite School District (Board) holds regular, public meetings for the purpose of conducting its business. Consistent with its mission and values, the Board shall conduct its business in Board meetings in a manner that is civil, responsible, and transparent.

B. Definitions

1. “Anchor location” means the physical location from which the electronic meeting originates or from which the participants are connected.
2. “Board meeting” means a meeting of a quorum of Board members, that is open to the public unless closed for reasons described in this policy. Board meetings, including study sessions, are open to the public.
3. “Electronic meeting” means a meeting convened or conducted by means of a telephonic, telecommunications, or computer conference.
4. “Patron” means an individual who resides within the District boundaries, an individual who has a child who attends school in the District, a student who attends a District school, and/or an employee of the District.

C. Conducting Board Meetings

1. The times, dates, and locations of Board meetings shall be set by the Board and duly noticed to the public, and meetings shall be conducted consistent with all provisions of the Open Public Meetings Act (OPMA).
2. Four members of the Board in a formally scheduled meeting compose a quorum with power to transact business.
3. Board meetings will be conducted with generally accepted parliamentary procedures except that the chair may participate in all votes. The president, or the vice-president if the president is absent, will serve in the capacity of the chair. Motions may be placed with the chair by any Board member and require a second from another Board member before calling for action.

D. Board Meeting Agendas

1. The agenda for meetings of the Board shall be prepared by the superintendent in consultation with the president of the Board, or the vice-president if the president is unavailable. Board may suggest agenda items to the Board president.

2. The superintendent shall submit an agenda accompanied by necessary supporting data and information to the members of the Board at least three days prior to each meeting. Copies of the agenda shall be posted on the Utah Public Notice Website and shall be distributed to representatives of the news media upon request. Copies of the agenda shall also be available on the District website.
3. Agenda items may not be presented at Board meetings by way of addendum except for emergencies pertaining to purchases, budget, safety, personnel, and potential damage to facilities or equipment.
4. Items such as minutes, purchases, leaves of absence, and financial reports are routinely included on the Board agenda.
5. The superintendent shall place an item on the agenda if directed to do so in writing by a simple majority of the Board, excluding the Board president, at least six calendar days before a Board meeting.
6. Items having received final action by the Board may not be reconsidered within a calendar year unless:
 - a. Five Board members vote in a regularly scheduled meeting for reconsideration of the item, or
 - b. a Board process or cycle establishes dates for consideration of the same or similar items (e.g., boundary review).

E. Board Meeting Substance

1. The business of the Board shall generally include providing and receiving administrative reports, convening executive sessions as needed, making recognitions, providing patron participation time, conducting public hearings, and voting on action items such as the consent agenda, minutes, purchases, award of contracts, change orders, personnel matters, and fiscal matters.
2. Board meeting shall proceed according to the published agenda. The Board president may exercise discretion to change the order of agenda items.
3. The Board shall vote on any agenda item requiring action by the Board. The Board president may also poll members of the Board on items that do not require Board action but may require further study or future action.
4. The Board shall receive educational and developmental reports periodically from the superintendent and District staff.
5. Requests or complaints from patrons of the District may be submitted in writing for consideration of the Board at any time. In addition to written complaints, the Board wishes to receive substantive feedback during Board meeting while maintaining a forum of decorum and civility. Thus, the Board has provided for patron participation time.

- a. Patron participation time is dedicated for patrons to offer suggestions to the Board for improving District services, including suggestions regarding District policy. Patron participation time may not be used to air complaints concerning bidding, contracts, personnel matters (e.g., to insult or defame District employees), or other matters for which avenues for appeal exist.
 - b. Patron participation time shall not exceed 30 minutes during a Board meeting. Depending on the number of patrons who wish to participate, patrons will be given three to five minutes each to speak to the Board. Patrons speaking to specific agenda items may be asked to address the Board at the time the items are being considered.
 - c. Signup for patron participation time is on a first-come basis by contacting the Communications Department no later than 12:00 p.m. on the day of the Board meeting.
 - d. Patron participation time may not be used by employees or their representatives to circumvent formal communication channels or established grievance or negotiation procedures.
 - e. The Board need not allow repetition of the same issue. Groups or organizations desiring to address the Board may be asked to designate a spokesperson.
6. Pursuant to state statute, elected officials who have responsibility within the District's geographic area shall be afforded opportunity to speak in public Board meetings or, upon invitation, in closed executive meetings for the purpose of discussing real property matters with the Board.
 7. Under appropriate circumstances, the Board may employ hearing officers to make findings, conclusions, and recommendations regarding personnel matters or other administrative matters requiring a third-party arbiter.
 8. The Board may initiate or approve specific studies of its school system either by outside consultants or by members of the District staff.
 9. Upon majority vote of Board members present, any regular meeting may be adjourned or postponed to an appropriate time and place consistent with OPMA.
 10. Closed meetings of the Board may be held upon the affirmative majority vote of members of the Board during an open meeting for which notice is given. Closed meetings may be held for any of the following purposes:
 - a. discussion of the character, professional competence, or physical or mental health of an individual;
 - b. strategy sessions to discuss collective bargaining;
 - c. strategy sessions to discuss pending or reasonably imminent litigation;
 - d. strategy sessions to discuss the purchase, exchange, or lease of real property;
 - e. discussion regarding deployment of security personnel, devices, or systems; and
 - f. investigative proceedings regarding allegations of criminal conduct.

11. The Board shall conduct public hearings at a time certain posted on the agenda during Board meeting when actions items include truth in taxation, adopting of the budget, closing of schools, changing school boundaries, or any other reason required by state law.
12. Consistent with Board values, participants shall model civility and respect in all meetings of the Board. Participants who disrupt meetings of the Board or prevent the Board from conducting its business shall be asked to leave and/or removed, and such individuals may be subject to criminal and civil penalties.

F. Board Meeting Records

1. The Board Report published by the Communications Department and Board agendas will be posted at the District office and sent to schools on a regular basis for posting and cataloging for future reference.
2. All minutes of the meetings of the Board, after approval, are to be signed by the business administrator/treasurer and entered into the official book of minutes.
3. A member of the Board may request their reasoning for a vote to be recorded and to have such reasons included in the minutes of the meetings.

G. Electronic Board Meeting Guidelines

1. In order to facilitate Board member participation in Board meetings when physical presence is not possible, electronic meetings are expressly permitted pursuant to the OPMA.
2. Electronic Meeting Guidelines
 - a. At least one member of the Board shall be physically present at an anchor location for all meetings. Members of the Board participating electronically are included as part of the quorum. Board members who wish to participate in a meeting by electronic means shall make reasonable efforts to notify the Board president or vice- president no fewer than three days prior to the meeting in order for arrangements to be made for the electronic meeting.
 - b. The Board president or vice-president shall make reasonable efforts to give notice of the electronic meeting to all other Board members no fewer than 24 hours prior to the meeting, including a description of the electronic connection.
 - c. A member's electronic presence at a meeting shall be announced at the meeting and noted in the minutes.
 - d. The Board shall provide space and facilities at the anchor location so that interested persons and the public may attend and participate in the Board meeting, although the District is not required to provide space and facilities for the public if the meeting presents a substantial risk to

health and safety, is ordered closed to the public, or is held in the case of, or in order to mitigate a health and safety emergency.

- e. Remote access and participation by phone or computer by Board members at a regularly scheduled public Board meeting does not constitute an electronic meeting. Individual Board members who are participating electronically will be included in the calculation of a quorum for regularly scheduled Board meetings.

REFERENCES

Utah Code §52-4-101 *et seq.* – Open and Public Meetings Act

Utah Code §53G-4-202 – Local School Board Meetings - Rules of Order and Procedure

Utah Code §52G-4-207 – Electronic Meetings

Utah Code §53G-4-402 – Powers and Duties Generally

Utah Code §53G-7-208 – Local Governmental Entities and School Districts

Utah Code §53G-7-303 – LEA Governing Board Budget Procedures