

Virginia Board of Education Agenda Item



Agenda Item: F

Date: November 16, 2017

Title: Final Review of Proposed Board of Education Meeting Dates for 2018

Presenter: Ms. Emily V. Webb, Director of Board Relations

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Purpose of Presentation:
Review/action required by Board of Education bylaws.

Executive Summary:
In recent years, the Board of Education has met monthly except for the months of August and December. Over the last several months, the Board considered changing its meeting schedule from ten to eight meetings a year, including eight business meeting dates and eight standing committee meeting dates. The purpose of the reduced schedule is to allow more time for planning, researching, and preparing Board agenda items. With a reduced meeting schedule, the Board doesn't anticipate losing timeliness or efficiency. The Board will not hold a meeting the months of February, May, August and December. Business meetings are typically held on the fourth Thursday of the month, although this is not a requirement. An exception is the November meeting which is scheduled to avoid meeting during Thanksgiving. The April meeting typically includes a planning session or retreat.

In addition to the monthly business meetings, the President may call special meetings of the full Board of Education and its committees, as deemed necessary. Unless otherwise announced by the President, all Board of Education meetings will be held in the Jefferson Conference Room on the 22nd floor of the James Monroe Building, 101 North 14th Street, Richmond, Virginia 23219.

Proposed business meeting dates for 2018 are as follows:
Thursday, January 25
Thursday, March 22
Thursday, April 25-26
Thursday, June 28

Thursday, July 26
Thursday, September 20 **
Thursday, October 18 **
Thursday, November 15

Proposed standing committee meeting dates for 2018 are as follows:

Wednesday, January 24
Wednesday, March 21
Tuesday, April 24
Wednesday, June 27
Wednesday, July 25
Wednesday, September 19 **
Wednesday, October 17 **
Wednesday, November 14

*** Note: This is a change from first review.*

The term of office for the President and Vice-President of the Board is July 2017 - July 2019.

Action Requested:

Final review: Action requested at this meeting.

Superintendent's Recommendation:

The Superintendent of Public Instruction recommends that the Board of Education approve the proposed Board of Education meeting dates for 2018.

Background Information and Statutory Authority:

Article four of the Board of Education's bylaws articulates the meeting schedule as follows:

Section 1. Regular Meetings. Prior to January of the applicable calendar year, the Board shall adopt a tentative schedule for regular meetings for the calendar year. Such schedule shall note the term of office for the Boards' officers and when any elections will occur. Such schedule shall be subject to the change, alteration, or adjustment by the Board as it deems appropriate to accommodate the operation of the Board.

Although it is not a requirement, the Board has generally met monthly except for the months of August and December. Regular meetings are typically held on the fourth Thursday of the month, except as scheduled to avoid holidays or other events of interest to the Board.

Section 2. Special Meetings. A special meeting of Board members may be called by the President in his or her sole discretion. In the absence of the President, the Vice President or

Secretary, upon written request to the Secretary by five or more members of the Board, shall call a special meeting. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Board.

Section 3. Standing Committee Meetings. Meetings of the Board's standing committees shall generally be scheduled on the day before the Board's regular meeting, as needed. The President or the Chair of the standing committee may call a meeting of a Board's standing committee.

Section 4. Attendance at Meetings. Board members are expected to attend all regular meetings, special meetings, and standing committee meetings for which they are a member. If a Board member is unable to attend a meeting called in accordance with these bylaws, he or she shall promptly notify the Secretary.

Previous Review or Action:

Previous review and action. Specify date and action taken below:

Date: September 28, 2017

Action: First Review

Timetable for Further Review/Action:

Following adoption, the dates will be widely disseminated to local school officials, statewide organizations, and to the public. The meeting dates will also be posted on the Board of Education's Web site.

Impact on Fiscal and Human Resources:

Funding to support the expenses related to the meetings of the Board of Education is provided from the Department of Education's general operating budget, which is appropriated by the General Assembly.