



VIRGINIA BOARD OF EDUCATION

AGENDA ITEM

Agenda Item: G

Date: October 19, 2023

Title: First and Final Review of Proposed 2024 Board of Education Meeting Dates

Presenter: Jim Chapman, Director of Board Relations

Purpose of Presentation

Review/action required by Board of Education bylaws (i.e., advisory committee appointments).

Executive Summary

The proposed 2024 Board of Education Meeting Dates includes nine meeting dates. Meetings have not been scheduled for May, August, or December. The April meeting includes an additional day for a retreat.

In addition to the regular schedule proposed in this item, the President may call special meetings of the full Board and its committees, as deemed necessary. Unless otherwise announced, the Board's meetings will be held in the Board Room on the 22nd floor of the James Monroe Building, 101 N. 14th Street, Richmond, VA 23219.

The proposed meeting dates for 2024 are as follows:

- January 24, 2024 – Executive Session and Work Session
- January 25, 2024 – Business Meeting
- February 28, 2024 – Executive Session and Work Session
- February 29, 2024 – Business Meeting
- March 27, 2024 – Executive Session and Work Session
- March 28, 2024 – Business Meeting
- April 23, 2024 – Board Retreat
- April 24, 2024 – Executive Session and Work Session
- April 25, 2024 – Business Meeting

- June 26, 2024 – Executive Session and Work Session
- June 27, 2024 – Business Meeting
- July 17, 2024 – Executive Session and Work Session
- July 18, 2024 – Business Meeting
- September 25, 2024 – Executive Session and Work Session
- September 26, 2024 – Business Meeting
- October 23, 2024 – Executive Session and Work Session
- October 24, 2024 – Business Meeting
- November 13, 2024 – Executive Session and Work Session
- November 14, 2024 – Business Meeting

Action Requested

Final review: Action requested at this meeting.

Superintendent’s Recommendation

The Superintendent of Public Instruction recommends that the Board approve the proposed 2024 Board of Education meeting dates.

Rationale for Action

As required in Article IV, section 1 of the Board’s Bylaws, prior to January of the applicable calendar year, the Board is required to 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.

Previous Review or Action

No previous review or action.

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.

Stakeholder Engagement

The Office of Board Relations has consulted individual members of the Board of Education to resolve scheduling conflicts.

Implementation and Communication

Upon adoption by the Board, the 2024 Board of Education meeting dates will be widely disseminated to local school officials, statewide organizations, and to the public. The meeting dates will also be posted to the Board of Education’s website.

Impact on Fiscal and Human Resources:

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