



# VIRGINIA BOARD OF EDUCATION

---

# AGENDA ITEM

**Agenda Item:** C

**Date:** April 25, 2024

**Title:** First and Final Review of Revisions to the 2024 Board of Education Meeting Dates for June 2024

**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 2024 Board of Education Meeting Dates included nine meeting dates. Meetings were not scheduled for May, August, or December.

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.

Due to scheduling conflicts, the Board President has requested that the following meeting dates be moved:

#### June 2024

From: June 26–27, 2024

To: June 20–21, 2024

#### July 2024

From: July 17–18, 2024

To: July 24–25, 2024

#### November 2024

From: November 13–14, 2024

To: December 2–3, 2024

Additionally, although not part of the current item, the President has called a Special Meeting of the Board on May 21, 2024.

**Action Requested**

Final review: Action requested at this meeting.

**Superintendent’s Recommendation**

The Superintendent of Public Instruction recommends that the Board waive first review and approve the revisions to the 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 revised 2024 Board of Education meeting dates will 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.