

**Rutland Southwest Supervisory Union  
Middletown Springs Town School District  
Tinmouth Town School District**

**Ira Town School District  
Poultney Town School District  
Wells Town School District**

## **BOARD MEETINGS**

**Code C-2**

### **Policy**

All Board meetings will be held in compliance with Vermont's open meeting laws, 1 V.S.A. §310 et seq.

### **Schedules**

Regular meetings will be held according to a schedule fixed in advance of the school year and will be reflected in the procedure accompanying this policy. The meeting schedule will be published and made available to the news media by the Superintendent.

Special and emergency meetings will be called by the Chair on his or her own initiative or when requested by a majority of the Board and warned appropriately. Only items on the agenda may be discussed at these meetings.

An agenda for each meeting will be prepared by the Superintendent or designee after consultation with the Board Chair and in compliance with Board policy on agenda preparation.

### **Conduct of Board Meetings**

Meetings will be conducted in accordance with Robert's Rules of Order, for Small Boards.

### **Executive Sessions**

Executive sessions of the Board will be convened only for the purposes stated in 1 V.S.A. §313. Minutes of executive sessions will NOT be kept though notes may be taken if the Board determines that is necessary. Any notes taken will not be made public and Board members will not make public the confidential issues discussed during an executive session.

*Legal Reference(s):* 1 V.S.A. §§310 et seq. (Public meetings)  
16 V.S.A. §554 (School board meetings)  
*Cross Reference:* Board Meeting Agenda Preparation and Distribution (C1)  
Public Participation at Board Meetings (C3)

	Date Adopted	Replaces Policy
Rutland Southwest Supervisory Union	8/24/09	None
Ira Town School District	9/8/09	None
Middletown Springs Town School District	7/22/09	12/14/06
Poultney Town School District	7/21/09	None
Tinmouth Town School District	6/8/09	8/14/06
Wells Town School District	6/24/09	8/9/06

REGULAR BOARD MEETING SCHEDULE (PROCEDURE)

Regular School Board meetings will be held on:			
Middletown Springs	3 <sup>rd</sup> Thursday each month	7:00 P.M.	Middletown Springs Elem.
Tinmouth	2 <sup>nd</sup> Monday each month	7:00 P.M.	Tinmouth Elementary School
Wells	2 <sup>nd</sup> Wednesday each month	7:00 P.M.	Wells Village School
Poultney	3 <sup>rd</sup> Tuesday each month	5:30 P.M.*	Poultney High School
Ira	2 <sup>nd</sup> Tuesday every other month	7:00 P.M.	Ira Town Office
RSWSU	4 <sup>th</sup> Monday each month	7:00 P.M.	Alternating Schools

The usual order of business at regular meetings will be:

1. Call to order
2. Consent Agenda (Action)
  1. Approval of the unofficial minutes of previous meetings
  2. Report of the Superintendent
  3. Report of Principal(s)
  4. Report of Business Manager
  5. Report of The Director of Student Support Services (SU Board)
  6. Report on Curriculum (SU Board)
  7. Report on Grants (SU Board)
  8. Report on Professional Development (SU Board)
3. Approval of Warrants
  1. Warrant #s , amounts, and dates to be noted
4. General Public Comments (Listen and defer action to future meeting)
5. Old Business (Action if required)
6. New Business (Action if required, or defer action to future meeting)
  1. Committee Reports
  2. Financial Statements
  3. Approval of Textbooks
  4. Approval of Substitute List
  5. Other New Business as Identified or brought before the board
7. Master Facilities Planning (MSD Board only) (Action if required, or defer action to future meeting)
8. Policies (Action)
9. Personnel Contracts (Action)
  1. New Hires
  2. Terminations
  3. Resignations
  4. Transfers
  5. Leave of Absence
  6. Other

10. Other Lawful Business (Information Gathering Only)
11. Set Next Meeting Date (Action)
12. Anticipated Executive session (if planned, specify purpose) (Action)
13. Adjournment (Action)

(Order of agenda subject to change at board's discretion and may differ by board and with action, from meeting to meeting)

\*PSD shall begin meetings at 5:30PM for executive session; and at 6:00PM for open session.