



# VIRGINIA BOARD OF EDUCATION

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# AGENDA ITEM

**Agenda Item:** F

**Date:** October 20, 2022

**Title:** Final Review of Proposed Board of Education Meeting Dates for 2023

**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:**

Since 2018, the Board of Education meeting schedule has included eight business meeting dates and eight standing committee meeting dates. The proposed 2023 meeting schedule continues with eight meeting dates. The Board will not hold a meeting the months of February, May, August or December. The April meeting dates include an additional day for an off-site retreat.

In addition to the monthly meetings, the President may call special meetings of the full Board of Education and its committees, as deemed necessary. Unless otherwise announced, Board of Education meetings will be held in the Board Room on the 22<sup>nd</sup> floor of the James Monroe Building, 101 N. 14<sup>th</sup> Street, Richmond, VA 23219.

The proposed business meeting dates for 2023 are as follows:

- Thursday, February 2
- Thursday, March 23
- Thursday, April 20
- Thursday, June 15
- Thursday, July 20
- Thursday, September 14
- Thursday, October 19
- Thursday, November 16

The proposed work session and committee meeting dates for 2023 are as follows:

- Wednesday, February 1
- Wednesday, March 22
- Tuesday and Wednesday, April 18-19
- Wednesday, June 14
- Wednesday, July 19
- Wednesday, September 13
- Wednesday, October 18
- Wednesday, November 15

The current term of office for the President and Vice-President of the Board is July 2021–July 2023. The next term of office for the President and Vice-President of the Board will be July 2023–July 2025. An election of a new President and Vice-President will occur in July 2023.

Since first review, the Board Relations office has worked with all members to resolve conflicts with the proposed dates to accommodate as many schedules as possible.

**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 2023 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:**

Date: September 15, 2022

Action: First Review

**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.*

**Timetable for Further Review/Action:**

Following Board approval, 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 website.

**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.