| **Virginia Board of Education Agenda Item** | **Seal of the Commonwealth of Virginia** |
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# Agenda Item: E

## Date: September 20, 2018

### Title: Final Review of Proposed Board of Education Meeting Dates for 2019

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

#### Email: Emily.Webb@doe.virginia.gov Phone: 804-225-2924

## 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 August and December. In 2018, the Board changed the meeting schedule to meet eight times a year, including eight business meeting dates and eight standing committee meeting dates. The reduced scheduled allowed more time for planning, research, and preparation of Board agenda items while not losing timeliness or efficiency. For 2019, the proposed 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 includes a one-day 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 by the President, Board of Education meetings will be held in the Jefferson Conference Room on the 22nd floor of the James Monroe Building, 101 N. 14th Street, Richmond, VA 23219.

The proposed business meeting dates for 2019 are as follows:

Thursday, January 24

Thursday, March 21

Wednesday-Thursday, April 24-25

Thursday, June 20

Thursday, July 25

Thursday, September 19

Thursday, October 17

Thursday, November 14

The proposed standing committee meeting dates for 2019 are as follows:

Wednesday, January 23

Wednesday, March 20

Tuesday, April 23

Wednesday, June 19

Wednesday, July 24

Wednesday, September 18

Wednesday, October 16

Wednesday, November 13

The term of office for the President and Vice-President of the Board will be July 2019 – July 2021.

## 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 2019.

## 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.

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 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.