



## Hanover School District 28

### Board of Education

Via Zoom link:

<https://zoom.us/j/98693984458>

November 18, 2020 – 6:30 p.m.

### **Regular Board Meeting Agenda**

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call**
3. **Modification/Approval of Agenda**
4. **Open Forum:** To sign up to speak at Open Forum, click this link:  
<https://forms.gle/uPqGYytJpNPBViny9>
5. **Consent Agenda**
  - 5.1. October 2020 Payables [Cash Receipts and Disbursements]
  - 5.2. September 2020 Reconciled Credit Card Statements
  - 5.3. Approve October 21, 2020 Minutes
6. **Board / Superintendent Comments**
  - 6.1. Board Members Comments
  - 6.2. Interim-Superintendent Comments
7. **DAC Report to Board**
8. **Discussion Items - none**
9. **Action Items**
  - 9.1. Approve State Graduation guidelines (Board Policy IKF: Graduation Requirements) - waiver of Capstone if benchmark
  - 9.2. Temporary Approval - First Read BE / BE-E School Board Meetings
  - 9.3. Temporary Approval - First Read - BEAA Electronic Participation in School Board Meetings
10. **Information Update**
  - 10.1. JSHS Principal
  - 10.2. PHE Principal
  - 10.3. Athletic Director
  - 10.4. Food Services
  - 10.5. Operations (Maintenance/Transportation)
  - 10.6. Business Management and Human Resources
11. **Other Business**
12. **Adjournment**

Future Regular Board Meeting Dates:

December 16, 2020 pm at Hanover Administrative Building



BOARD OF EDUCATION AGENDA ITEM 9.1

BOARD MEETING OF: November 18, 2020

PREPARED BY: Mr. T. McNerney, Interim Superintendent

TITLE OF AGENDA ITEM: Approve State Graduation guidelines (Board Policy IKF: Graduation Requirements) - waiver of capstone if Interchange criteria is met

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

The state (CDE) has provided [12 guidelines](#) for Student Interchange per graduation protocols (also presented to the Board on 10/21/2020 at Board meeting for reference). I am recommending the Hanover School District graduation guidelines (Board Policy IKF), adopt these state student interchanges which would permit exemptions to the graduation requirements to be enacted by the Superintendent at the recommendation of the JSHS Principal on a case by case basis. The recommendation is NOT to change the policy but allow the execution of the state provided waivers / exemptions.

RATIONALE: Board Policy IKF

FUNDING REQUIRED: \_\_ Yes  No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Approve

APPROVED BY:

DATE: 11/18/2020

# 2020-2021 Student Interchange – Graduation Guidelines

## **Purpose:**

The purpose of the Graduation Guidelines file is to record a student's graduation guidelines measures.

## **Important:**

**Completion of this interchange is not required for Student October. Data entered here for Student October is not included in the Student October snapshot nor does it impact Student October funding. Post-secondary Program Enrollment for Student October should be entered in the Demographics file.**

## **Dependencies:**

Student has been assigned a SASID and updated in the RITS system.

A record for the SASID/student exists in the Student Interchange-Student Demographic file.

A record for the SASID/student exists in Student Interchange-Student School AssociationFile.

## **Record Expectation:**

Records in this file should represent the graduation guidelines a student completed during the school year. Guideline completion can also be reported retroactively if that completion was omitted during the school year the student initially earned the guideline score or if completion was not reported by a previous district. Schools should retain copies of score reports, transcripts or industry certificates used as the basis of reporting graduation guideline completion and provide that documentation to receiving districts for validation purposes if the student transfers. Report the district and school the student currently attends regardless of where they were in attendance when they received the guideline score.

The LEA should submit:

- 1) One record for each graduation guideline the student has completed.
- 2) A score within the acceptable range for the reported guideline type and name.

A student should have one record for each guideline they have completed.

**Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort.)**

**[Student End of Year](#) data collection**






# 2020-2021 Student Interchange – Graduation Guidelines

 - Indicates Primary Key

## Graduation Guidelines

\* Indicates required.

Be sure there are preceding 0s where required (ex; date fields and gender).  
First row should be a header row; otherwise, the first row becomes a header row.

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
 Reporting School District/BOCES Code*	4	1	4	1	A2	0000	
 Student's State ID (SASID)*	10	5	14	2	B2	0000000000	
 School Code*	4	15	18	3	C2	0000	
Student's First Name*	30	19	48	4	D2	Valid name	
Student's Last Name*	30	49	78	5	E2	Valid name	
Student's Gender*	2	79	80	6	F2	01	
Student's Date of Birth*	8	81	88	7	G2	12312013	Format is MMDDYYYY
Guideline Type*	1	89	89	8	H2	0	
Guideline Name*	3	90	92	9	I2	ACT	
Guideline Score*	3	93	95	10	J2	000	
School Year of Completion*	8	96	104	11	K2	20202021	This field can be zero-filled in cases where the guideline was completed during the current year.
Accommodation*	1	105	105	12	L2	0	New field for students receiving alternative accommodation
IEP Accommodation*	1	105	105	12	L2	0	new field for students receiving an IEP accommodation
EL Accommodation*	1	106	106	13	M2	0	new field for students receiving an EL accommodation
GT Accommodation*	1	107	107	14	N2	0	new field for students receiving a GT accommodation



# 2020-2021 Student Interchange – Graduation Guidelines

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
District of Completion		108	111	15	O2	0000	New field to track transfer student records across districts

**Reporting School District/BOCES Code** – A unique code assigned to a district by CDE. Refer to the “District/BOCES Codes” worksheet posted at [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes) for a listing of districts and BOCES codes.

**Student's State ID (SASID)** – A unique ten digit number must be assigned to each student by CDE.

**School Code** – A unique code assigned by CDE to a school building **for the school the student is currently attending**. Refer to "School Building Codes" posted at [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes) for a listing of school codes.

**Student’s First Name** – A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Student’s Last Name** – The name borne in common by members of a family.

**Student’s Gender** - An individual's sex.

01	Female
02	Male

**Student’s Date of Birth** – The month, day, and year on which an individual was born (i.e. 09151989).

**Guideline Type** – Every student must meet a guideline in both English and Math in order to satisfy the state graduation guidelines requirement. Please indicate if this record is meant to serve as a measure of a student meeting an English or Math guideline.

Each guideline evaluates both Math and English proficiencies. A student must meet guidelines for both Math and English, however they do not need to follow the same guideline for both. (For example, a student can demonstrate English proficiency through an ACCUPLACER score and Math proficiency through a District Capstone.)



# 2020-2021 Student Interchange – Graduation Guidelines

0	English
1	Math

**Guideline Names and Scores** – Please review the table below for approved guidelines, the abbreviation code for each guideline name and the acceptable scores for each guideline.

**Guideline Name** – An abbreviation for the guideline being reported. Some guidelines can only be reported as an English or Math score and not both (like the ACCUPLACER Elementary Algebra guideline can only be reported as a Math guideline).



# 2020-2021 Student Interchange – Graduation Guidelines

**Guideline Score** – A score value associated with the given guideline name. The accepted codes will vary based upon the guideline name given. CDE will accept scores that do not meet the state determined benchmarks so that LEAs may report all students who attempt each guideline rather than only those who met the graduation guideline benchmark score. In some cases a score may just be a flag value indicating a student passed using the given guideline type.

*A value of 1 can be reported as passing the graduation guideline for a District Capstone, but would not be an acceptable value for a record with the SAT guideline reported, which must range from 200-800.*

Guideline Name and Description	Guideline Name Code	Accepted Guideline Score Values	Benchmark Scores
<p><b>ACCUPLACER</b>  <i>ACCUPLACER is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic background, goals and interests, are used by academic advisors and counselors to place students in a college courses that match their skill levels.</i></p>	<p><b>Classic ACCUPLACER:</b>            ACR (Reading Comprehension)            ACS (Sentence Skills)            ACE (Elementary Algebra)</p> <p><b>Next-Generation:</b>            ANR (Reading)            ANW ( Writing)            AR (Arithmetic)            QAS (Quantitative)</p>	<p>Classic ACCUPLACER:            20-120</p> <p>Next-Generation ACCUPLACER:            200-300</p>	<p><b>Benchmark English</b>            Classic ACCUPLACER (through January 2019)            62 on Reading Comprehension or            70 on Sentence Skills            Next-Generation ACCUPLACER (after January 2019)            241 on Reading or            236 on Writing</p> <p><b>Benchmark Math</b>            Classic ACCUPLACER (through January 2019)            61 on Elementary Algebra            Next-Generation ACCUPLACER (after January 2019)            255 on Arithmetic (AR) or            230 on Quantitative Reasoning, Algebra, and Statistics (QAS)</p>
<p><b>ACT</b>  <i>ACT is a national college admissions exam. It measures four subjects - English, reading, math and science. The highest possible score for each subject is 36.</i></p>	<p>ACT</p>	<p>1-36</p>	<p><b>Benchmark English</b> – 18 on ACT English  <b>Benchmark Math</b> – 19 on ACT Math</p>



# 2020-2021 Student Interchange – Graduation Guidelines

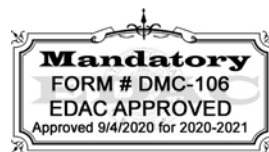
Guideline Name and Description	Guideline Name Code	Accepted Guideline Score Values	Benchmark Scores
<p><b>ACT WorkKeys</b>  <i>ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students who score at the bronze level (at least 3) in applied mathematics, mapping and reading earn the ACT's National Career Readiness Certificate.</i></p>	AWK	<p>3 <b>Bronze</b> - Signifies an individual has scored at least a Level 3.</p> <hr/> <p>4 <b>Silver</b> - Signifies an individual has scored at least a Level 4.</p> <hr/> <p>5 <b>Gold</b> - Signifies an individual has scored at least a Level 5.</p> <hr/> <p>6 <b>Platinum</b> - Signifies an individual has scored at least a Level 6.</p>	<p><b>Benchmark English</b> – Bronze (3)  <b>Benchmark Math</b> – Bronze (3)</p>
<p><b>Advanced Placement (AP)</b>  <i>AP exams test students' ability to perform at a college level. Districts choose which AP exams will fulfill this menu option. Scores range from 1 to 5 (highest).</i></p>	AP	1-5	<p><b>Benchmark English</b> – 2  <b>Benchmark Math</b> – 2</p>
<p><b>Armed Services Vocational Aptitude Battery (ASVAB)</b>  <i>The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 on the AFQT are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military. The highest possible score is 99.</i></p>	ASV	0-99	<p><b>Benchmark English</b> – 31  <b>Benchmark Math</b> – 31</p>
<p><b>District Capstone (Capstone)</b>  <i>A capstone is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are district</i></p>	CAP	<p>0 - Nonpassing grade per district  1 - Passing grade per district</p>	<p><b>Benchmark English</b> – District Policy  <b>Benchmark Math</b> – District Policy</p>





# 2020-2021 Student Interchange – Graduation Guidelines

Guideline Name and Description	Guideline Name Code	Accepted Guideline Score Values	Benchmark Scores
<i>determined and often include a portfolio of a student's best work.</i>			
<b>Concurrent Enrollment (CE)</b> <i>Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course.</i>	CE	0 - Nonpassing grade per district 1 - Passing grade per district	<b>Benchmark English</b> – Passing grade per district and higher education policy <b>Benchmark Math</b> – Passing grade per district and higher education policy
<b>Industry Certificate</b> <i>An industry certificate is a credential recognized by business and industry. Industry certificates are district determined, measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.</i>	CRT	0 – Certificate not earned 1 - Certificate earned	<b>Benchmark English</b> – District Policy <b>Benchmark Math</b> – District Policy
<b>International Baccalaureate® (IB)</b> <i>IB exams assess students enrolled in the official IB Diploma Programme. Courses are offered only at authorized IB World Schools. Scores range from 1 to 7 (highest).</i>	IB	1-7	<b>Benchmark English</b> – 4 <b>Benchmark Math</b> – 4
<b>SAT</b> <i>The SAT is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800.</i>	SAT	200-800	<b>Benchmark English</b> 430 (through March 2016) 470 (after March 2016) <b>Benchmark Math</b> 460 (through March 2016) 500 (after March 2016)



# 2020-2021 Student Interchange – Graduation Guidelines

Guideline Name and Description	Guideline Name Code	Accepted Guideline Score Values	Benchmark Scores
<b>Collaboratively developed, standards-based performance assessment</b> <i>An authentic application of Essential Skills for Postsecondary and Workforce Readiness, through the creation of a complex product or presentation.</i>	COL	0 - Nonpassing grade per district 1 - Passing grade per district	<b>Benchmark English – District Policy</b> <b>Benchmark Math – District Policy</b>
<b>Local Measure</b> <i>The measure “Local Measure” is in place for the class of 2021 for students who have met local graduation requirements but have not met any other measure, due to the COVID-19 pandemic. This measure is district determined.</i>	LM	1 = Local measure met for English 2 = Local measure met for math 3 = Local measure met for English and math	Benchmark English: District Policy Benchmark math: District Policy

**School Year of Completion** – This is the school year that the graduation guideline was completed. This field should be reported using both calendar years without a hyphen (i.e. 20202021 for the 2020-21 school year). In cases where the guideline benchmark scores have increased, the benchmark scores in place during the School Year of Completion will be used to evaluate guideline completion. If the guideline score is for the current school year or is unknown, this field can be zero-filled or filled with the current school year.

~~**Accommodation** – This student has been provided an accommodation to the graduation guidelines requirements because they have an IEP, are an English learner, or are in a gifted and talented program.~~

<b>0</b>	<b>No Accommodation</b>
<b>1</b>	<b>Individualized Education Program (IEP)</b>
<b>2</b>	<b>English Learners (EL)</b>
<b>3</b>	<b>Gifted and Talented (GT)</b>

# 2020-2021 Student Interchange – Graduation Guidelines

**IEP Accommodation** – This student has been provided an accommodation to the graduation guidelines requirements because they have an IEP.

0	No
1	Yes

**EL Accommodation** – This student has been provided an accommodation to the graduation guidelines requirements because they are identified as an English learner.

0	No
1	Yes

**GT Accommodation** – This student has been provided an accommodation to the graduation guidelines requirements because they are identified as Gifted and Talented.

0	No
1	Yes

**District of Completion** – The district code where a guideline record originates. For students who are transferring in Graduation Guidelines from a previous district. A unique code assigned by CDE to a district. Refer to "District Codes" posted at [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes) for a listing of district codes.



# 2020-2021 Student Interchange – Graduation Guidelines

## End of field definitions

*The graduation guidelines law provides that students with disabilities (with an IEP), English learners, and students in gifted and talented programs may receive district determined alternative accommodations to the graduation guidelines requirements. Students must be identified by the district providing the accommodation in the student demographic file to code a student as receiving a graduation guideline accommodation. Students receiving an accommodation must still be reported for at least one English and one Math guideline to meet the graduation guideline requirements if they are in the 2020-21 graduation cohort and later.*



# 2020-2021 Student Interchange – Graduation Guidelines

## Document Changes

Date	Description of change	Reason for change	Elements affected
2/15/2019	Added accommodation field	Guidance	Accommodation Field
3/25/2019	Updated benchmarks for ACCUPLACER and SAT	Score Update	ACCUPLACER, SAT
1/26/2020	Modified the accommodations field	Expand and Define Field	Accommodations Elements
1/26/2020	Added new guideline type	New Guideline Type	Guideline Type
2/6/2020	Added guideline name codes for ACCUPLACER	New Test Structure	Guideline Name Codes
2/6/2020	Added Origin of Record Code	New Field	Origin of Record Code
9/4/2020	Added Local Measure to Guideline Score	COVID Response	Guideline Type/Score





BOARD OF EDUCATION AGENDA ITEM 9.2

BOARD MEETING OF: November 18, 2020

PREPARED BY: Mr. T. McNerney, Interim Superintendent

TITLE OF AGENDA ITEM: Approve to move all Board meetings to the new Administration Building

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED: I am recommending all Board meetings no longer be held at Prairie Heights Elementary School or Junior/Senior High School as Policy BE itemizes. Rather, be moved to the new Hanover School District Administration Building and modify Board Policy BE/BE-E to accommodate this recommendation.

RATIONALE: Board Policy BE/BE-E

FUNDING REQUIRED:  Yes  No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Approve

APPROVED BY:

DATE: 11/18/2020

### School Board Meetings

All meetings of three or more members of the Board at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session. All such meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board.

A recording shall be made of regular and special meetings as required by law and at a minimum, shall be an audio recording. Recordings shall be maintained for 90 days.

#### Regular meetings

~~Regular meetings of the Board of Education shall be held in a predetermined room, 17050 S. Peyton Hwy, Colorado Springs, CO 80928, or in the Prairie Heights Elementary gymnasium, 7930 Indian Village Heights, Fountain, CO 80817. Regular meetings of the Board shall be held on the third Wednesday of each month at 6:30 p.m. unless otherwise established by the Board and changes made with at least a 24-hour notice. Dates and locations for the regular board meetings are stated in Policy Exhibit BE-E. the Board room of the administration building, 17050 S. Peyton Hwy, Colorado Springs, CO 80928..~~

Meetings of the Board shall be held on the Wednesday of each month at 6:30 p.m. unless otherwise established by the Board and changes made with at least a 24-hour notice. Dates and locations for the regular board meetings are stated in Policy Exhibit BE-E.

#### Special meetings

Special meetings of the Board may be called by the Board president at any time and shall be called by the president upon the written request of a majority of the members.

The secretary of the Board shall be responsible for giving a written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if delivered personally to the member. The notice must contain time, place and purpose of the meeting and names of the members requesting the meeting.

Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance at a special meeting shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless the item is reasonably related to the subject matter on the notice or an exigency exists. In addition, all members must be present and cast a unanimous vote to amend the agenda.

#### Work sessions and retreats

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful

## Hanover [School District No. 28] Board of Education

**Policy**

**File: BE**

### **School Board Meetings**

discussion without action. Therefore, from time to time the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.

**Revised:** November 18, 2020

February 16, 2011

Revised: May 16, 2012

Revised: January 15, 2014

Revised: July 22, 2015

**Adopted:** January 17, 2006

#### **LEGAL REFS:**

C.R.S. 22-32-108 (board meetings)

C.R.S. 24-6-401 et seq. (open meetings law)

#### **CROSS REFS:**

BEAA\*, Electronic Participation in School Board Meetings

BEC, Executive Sessions

BEDA, Notification of Board Meetings

BE-E, School Board Meetings



## Hanover [School District No. 28] Board of Education

**Exhibit**

**File: BE-E**

### Board of Education Regular Meeting Schedule

Hanover [School District No. 28] 1 of 1

The Hanover School District Regular Board of Education meetings are scheduled for the third Wednesday of each month, except December, at the location noted below. Changes for regular meetings may be made with at least a 24-hour notice. Special Board meetings may be called as needed with at least 24-hours notice, and with proper notification to the public. Meeting notices shall be posted on the district website as well as at Prairie Heights Elementary and Hanover Jr/Sr High Schools.

Day	Date	Location	Time
Wednesday	July 15, 2020	Prairie Heights Elementary	6:30 PM
Wednesday	August 19, 2020	Prairie Heights Elementary	6:30 PM
Wednesday	September 16, 2020	Prairie Heights Elementary	6:30 PM
Wednesday	October 21, 2020	Hanover Junior / Senior High School	6:30 PM
Wednesday	November 18, 2020	Hanover Junior / Senior High School	6:30 PM
Wednesday	December 16, 2020	Hanover <del>Junior / Senior High School</del> <u>Administration Building, Board Room</u>	6:30 PM
Wednesday	January 20, 2022	Hanover <u>Administration Building, Board Room</u> <del>Junior / Senior High School</del>	6:30 PM
Wednesday	February 17, 2021	Hanover <u>Administration Building, Board Room</u> <del>Junior / Senior High School</del>	6:30 PM
Wednesday	March 17, 2021	Hanover <u>Administration Building, Board Room</u> <del>Junior / Senior High School</del>	6:30 PM
Wednesday	April 21, 2021	<u>Hanover Administration Building, Board Room</u> <del>Prairie Heights Elementary</del>	6:30 PM
Wednesday	May 19, 2021	<u>Hanover Administration Building, Board Room</u> <del>Prairie Heights Elementary</del>	6:30 PM

Hanover [School District No. 28] Board of Education

Exhibit

File: BE-E

Board of Education Regular Meeting Schedule

Wednesday	June 16, 2021	<u>Hanover Administration Building, Board Room</u> <del>Prairie Heights Elementary</del>	6:30 PM
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**Revised:** November 18, 2020

March 21, 2018

May 17, 2017

March 16, 2016

July 22, 2015

June 18, 2014

June 19, 2013

May 16, 2012

**Adopted:** June 15, 2011

**LEGAL REFS:** None

**CROSS REFS:**

BE – School Board Meetings



BOARD OF EDUCATION AGENDA ITEM 9.3

BOARD MEETING OF: November 18, 2020

PREPARED BY: Randy Underwood, Board President

TITLE OF AGENDA ITEM: BEAA - Electronic Participation in School Board Meetings

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED: In March / April 2020 the board modified this policy to allow all Board Members except one to participate electronically in Board Meetings.

RATIONALE: Based on current guidance from CASB and the Board's approval of its public participation plan [Oct 2020 Board Meeting], this action proposes to allow 100% of the Board to participate electronically in Board Meetings.

FUNDING REQUIRED:  Yes  No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Approve

APPROVED BY:

DATE: 11/18/2020

**Electronic Participation in School Board Meetings**

Board members may attend and participate by electronic means in regular or special meetings of the Board in accordance with this policy and state law. For purposes of this policy, "electronic means" shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

Board members may attend and participate by electronic means in a regular or special Board meeting only when extenuating circumstances prevent the Board member from physically attending the meeting.

A meeting at which one or more Board members attend and participate by electronic means shall be open to the public, except for periods in which the Board is in executive session. A quorum of the Board, including members physically present and members attending electronically, is required to convene a meeting; ~~at least one board member shall be present at the published date / time / location of the meeting. The person chairing the meeting need not be physically present at the meeting [although it is strongly encouraged].~~

The electronic means used shall allow the public to hear the comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public. A Board member participating by electronic means will be included in the recording of the Board meeting.

A Board member who attends and participates by electronic means in a Board meeting shall have access to any materials that are presented and available to members who are physically present at the meeting.

A Board member who seeks to attend and participate by electronic means in a Board meeting shall submit their request to the Board President and copy the superintendent at least three business days prior to the meeting and shall explain the extenuating circumstances that prevent the Board member from physically attending the meeting. If such notification is not possible, the Board member shall notify the Board president and superintendent as soon as is reasonably possible of the request to attend by electronic means.

If the request is approved by the Board President, a Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending the meeting. If the Board convenes in executive session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

A Board member may attend and participate by electronic means in a maximum of three Board meetings per calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Board shall declare a vacancy if a Board member fails to attend three consecutive regular Board meetings, unless the Board member's absence is otherwise excused by the Board.

**Hanover [School District No. 28] Board of Education**

**Policy**

**File: BEAA**

**Electronic Participation in School Board Meetings**

A Board member's failure to comply with this policy may result in the Board's refusal to allow the member to participate by electronic means in Board meetings.

**Revised:** March 18, 2020

January 16, 2019 (Effective July 1, 2019)

**Adopted:** January 15, 2014

**LEGAL REFS:**

C.R.S. 22-31-129 (board vacancies)

C.R.S. 22-32-108 (7)(a) (board must adopt policy allowing board members to attend and participate electronically in regular or special board meetings, if the board wishes to allow this practice)

C.R.S. 22-32-108 (7)(b) (policy requirements if electronic participation is permitted)

C.R.S. 24-6-401 et seq. (open meetings law)

**CROSS REFS:**

BE, School Board Meetings