

BOARD MEETINGS

[A20]

I. PURPOSE

This policy describes the practices related to meetings of the Thetford Academy Board of Trustees.

II. POLICY

All practices related to Board meetings shall be consistent with the Bylaws of Thetford Academy. Although Thetford Academy as an independent school is not required to follow Vermont Open Meeting Law, the Academy shall follow the spirit of Vermont Open Meeting Law by making meetings of the full Board of Trustees as inclusive and transparent as is practicable.

III. COMPONENTS OF POLICY

A. Meeting Schedule and Location

The full Board of Trustees shall meet at least ten times per year, with the annual meeting scheduled for June of each year. In general, meetings shall be held on the second Thursday of the month, in the evening, in the Thetford Academy Library. Occasionally, the meeting may be held on a different day of the week, and/or at a different time, and/or at a different location. The dates, times, and locations of all meetings shall be posted in advance on the Thetford Academy website and given to any person upon request.

Special and emergency meetings may be called by the President on his/her own initiative or when requested by a majority of the Board and shall be warned appropriately. Only items on the agenda may be acted upon at such meetings.

B. Meeting Agenda

1. Preparation

The Board President shall prepare the agenda for each meeting of the full Board after consultation with the Head of School and the appropriate Committee Chairs. The agenda shall include all items on which the Board will take action, as well as any proposed executive sessions and the reasons for such sessions. An opportunity for public comment also shall be included in the agenda.

2. Adjustments

Any Board member, employee, student, parent/guardian, or citizen of a sending town may suggest an item of business. The inclusion of items shall be at the discretion of the Board President and Head of School, unless a majority of the Board votes to place an item on the agenda. An item may be added to or removed from the agenda only as the first order of business at the meeting. Other adjustments to the agenda may be made at any time during the meeting.

3. Distribution

The agenda, together with supporting materials, shall be distributed to Board members by the Board President at least five days prior to regular meetings, and as soon as practicable but no fewer than 24 hours before special meetings.

Copies of the agenda shall be available in the Thetford Academy main office and shall be sent to the town offices of partner towns. In addition, the agenda shall be made available to any interested person upon specific request.

C. Meeting Minutes

Whenever possible, the minutes of Board meetings shall be posted to the TA website within the timeframe specified by Vermont Open Meeting Law.

ADOPTED: December 13, 2018