

The following rules and procedures shall govern the different types of Board meetings:

**I. — Regular Meetings**

~~Regular meetings of the Board, as noted in the minutes of the Board and in the files of the secretary to the Board, shall be held at 6:30 p.m. on the day of the meeting. The Board of Education will meet twice a month February through June on the first and third Mondays of the month. Regular Board of Education meetings will be conducted once a month July through January on the third Monday of each month.~~

~~The Board will make an effort to take action at a regular meeting concerning the cancellation or rescheduling of subsequent regular meetings. As a general rule, meetings will be rescheduled when the regular meeting date falls on a legal holiday. A regular meeting will be canceled or rescheduled when the Board, for any reason it deems appropriate, has determined that the interests of the school system will best be served by such action. Revised schedules and locations of regular meetings will be filed and/or announced in accordance with the provisions of G.S. 143-318.12.~~

~~All regular meetings, except for any closed session called during a meeting, will be open to the public.~~

**II. — Special Meetings**

~~Special meetings may be called to enable the Board to consider and take action regarding an issue or a set of issues.~~

~~Special meetings may be called by the Chairman of the Board, or by the Secretary as provided in G.S. 115C-41. When possible, special meetings will be announced in advance at a regular meeting of the Board.~~

~~When special meetings are called during the interval between regular meetings, all Board members, the press, and other individuals as provided in G.S. 143-318.12(b) shall receive appropriate notice of the time, place and purpose of such meetings. Except in emergency situations, appropriate notice shall consist of at least 48 hours notice.~~

~~All non-closed special meetings shall be open to the public and, except for details of minor significance, only business related to the purpose for which the meeting is called shall be transacted by the Board.~~

**III. ~~Emergency Meetings~~**

~~Emergency meetings are to be held by the Board only when deemed advisable by “generally unexpected circumstances” which require “immediate consideration” by the Board.~~

~~Immediately upon determination by the Chairman of the Board that an “emergency meeting” is to be called, notice shall be given to all members of the Board and to each local news agency in accordance with the provisions of G.S. 143-318.12.~~

~~Only business related to the emergency resulting in the meeting having been called may be considered at such a meeting.~~

**IV. ~~Adjourned or Recessed Meetings~~**

~~An adjourned or recessed meeting is to be held at the time set by Board action during an official meeting. Matters before the Board during the meeting which was adjourned or recessed are to be dealt with at such meetings.~~

~~Further notification is not necessary if an adjourned or recessed meeting resulted from action taken at a meeting for which required notice was given.~~

**V. ~~Closed Sessions~~**

~~All meetings of the Transylvania County Board of Education shall be open to the public unless a closed session is necessary according to the provisions and requirements of Article 33C of Chapter 143 of the General Statutes. The secretary of the Transylvania County Board of Education shall take full and accurate minutes of any closed session of the Board. Minutes of closed sessions may be written or electronically recorded.~~

~~Minutes of a closed session may be withheld from public inspection when inspection would frustrate the purpose of the closed session. A blanket motion may be made to seal minutes of all business transacted in closed sessions. The Board, by majority vote, shall determine when minutes of a closed session may be available for public inspection.~~

~~Except as provided hereafter, a closed session shall only be called with a 24-hour notice to the superintendent and Board chairman, or the superintendent and vice chairman. A closed session may be called with a 24-hour notice:~~

- ~~1. For an emergency;~~
- ~~2. To review personnel records before approval of employment recommendations; or~~

3. ~~When all Board members present at a regularly scheduled meeting vote to hold a closed session.~~

~~In the event a closed session will be called, the superintendent is responsible for informing members of the Board either by telephone, e-mail or in writing of the intent and/or purpose of the closed session.~~

~~Any Board member may request a closed session for the following reasons:~~

1. ~~Discussing information that is privileged, confidential, or not a public record (cite law). [N.C.G.S. 143-318.11(a)(1)]~~
  - A. ~~Privileged~~ N.C.G.S. 115C-401 [school counselors]
  - B. ~~Confidential~~
    - (1) ~~20USC 1232g FERPA~~ [student education records]
    - (2) ~~N.C.G.S. 115C-321~~ [employee personnel files]
  - C. ~~Not a public record~~
    - (1) ~~N.C.G.S. 115C-174.13~~ [individual student's test scores]
    - (2) ~~N.C.G.S. 115C-319~~ [employee personnel files]
    - (3) ~~N.C.G.S. 115C-402~~ [student records]
2. ~~Discussing the conferring of an honorary degree, scholarship, prize, or similar award. [N.C.G.S. 143-318.11(a)(2)]~~
3. ~~Consulting with our attorney concerning: [N.C.G.S. 143-318.11(a)(3)]~~
  - A. ~~The [handling] [settlement] of a claim by \_\_\_\_\_.~~
  - B. ~~A judicial action brought by \_\_\_\_\_ against the Transylvania County Board of Education.~~
  - C. ~~An administrative procedure brought by \_\_\_\_\_.~~
4. ~~Discussing [the acquisition of real estate] [the terms of an employment contract]. [N.C.G.S. 143-318.11(a)(5)]~~
5. ~~Considering a personnel action that involves an officer or employee of this Board. [N.C.G.S. 143-318.11(a)(6)]~~
6. ~~Planning, conducting, or hearing reports concerning the investigation of alleged criminal misconduct. [N.C.G.S. 143-318.11(a)(7)]~~

- ~~7. Formulating plans by the local Board relating to an emergency response to incidents of school violence.~~
- ~~8. Discussing and taking action regarding plans to protect public safety as it relates to existing or potential terrorist activity.~~

Reference: ~~N.C.G.S. 115C-41~~  
~~N.C.G.S. 143-318.11~~  
~~N.C.G.S. 143-318.11, Article 33C~~  
~~N.C.G.S. 143-318.12~~

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~~APPROVED BY BOARD~~  
~~AND EFFECTIVE 6/21/04~~

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