

All meetings of a quorum of the Pojoaque Valley Schools Board of Education for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or delegated authority of the board are declared to be public meetings open to the public at all times. Such meetings shall be held only after reasonable notice to the public and, except as provided in the Open Meetings Act, shall allow for the public to listen to and observe the actions of the Board.

1. Any meeting subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public. The Board shall determine annually what constitutes reasonable notice of its public meetings.
2. All regularly scheduled Board meetings shall be held in the Administration Office, Sammy J. Quintana Community/Board Room at 1574 State Road 502, Santa Fe, New Mexico 87506 at 5:30 p.m., unless otherwise specified. Notice of regular meetings shall be given by publishing this policy once a week for two (2) consecutive weeks in the Santa Fe New Mexican within thirty (30) days of adoption of this policy and on the District's web site. Unless otherwise specified, regular meetings shall be held on the second and fourth Wednesdays of each month. On the fourth Wednesday in the months of September and May, the Board will review the district's Strategic Plan.
3. The agenda shall be posted at least seventy-two (72) hours before the meeting on the Public Notice board located in the lobby of the Central Office Administration Building, at each Pojoaque Valley public school building and on the District's website at <http://www.pvs.k12.nm.us>. No Regular Meetings will be scheduled on the fourth Wednesday of December or July.
4. Special meetings may be called by the board president or a majority of the members upon seventy-two (72) hours notice. The notice shall include information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two (72) hours before any special meeting.
5. Emergency meetings will be called only under circumstances, which demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The Pojoaque Valley School Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Board President or a majority of the members upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within 10 days of taking action on an emergency matter, the Board shall report to the Attorney General the action taken and the circumstances creating the emergency.
6. For the purposes of regular meetings, notice requirements are also met if notice of the date, time, place, and agenda is posted in the following locations (4) days prior to the date of the regular meeting: Lobby of the District's Administration Office and Website. The Pojoaque Valley School Board secretary shall also mail or fax copies of the agenda to those broadcast stations licensed by the Federal Communications Commission, and newspapers of general circulation, that have made a written request for notice of public meetings.
7. For the purposes of special meetings and emergency meetings, notice requirements shall be met by posting notice of the date, time, place, and agenda in the lobby of District Administration Office.

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8. In addition to the information specified above, all notices shall include the following language.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the superintendent at 1574 State Road 502, Santa Fe, New Mexico 87506, at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the superintendent at 1574 State Road 502, Santa Fe, New Mexico 87506, if summary or other type of accessible format is needed.

The Pojoaque Valley School Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement of the Open Meetings act.

- a. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Pojoaque Valley School Board taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure, and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.
- b. If the decision to hold a closed meeting is made when the Pojoaque Valley School Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the members and to the general public.
- c. Following completion of any closed meeting, the minutes shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- d. Except as provided in the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the Pojoaque Valley School Board in an open public meeting.

This policy shall be reviewed for needed changes and re-adopted annually in the month of July or as needed and the Board shall publish the results of a resolution stating the Boards' policy regarding notice of meetings as required by the Open Meetings Act.

9. When it is otherwise difficult or impossible for a Board Member to attend a meeting in person, the Board authorizes the Board Member to participate in the meeting by means of telephone conference call or other similar communications equipment. The Administration shall assure that any equipment acquired for this purpose meets the conditions of Section 10-15-1C NMSA 1978 relating to the ability to identify participants and for Members for the Board and the Public to hear the proceedings.

Passed on this XX day of XX, 20XX

POJOAQUE VALLEY SCHOOL DISTRICT BOARD OF EDUCATION

LEGAL REF.: New Mexico Constitution Article XII

22-1-2 NMSA

Board Approved 08/23/2017; Effective 08/23/2017