

**Policy**

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BOARD MEMBER ATTENDANCE POLICY

Purpose

The board believes that the operation of the Plainfield School District is best supported by the full contribution of all board members. The full contribution of each board member includes regular and committed attendance at all scheduled board and committee meetings. All board members shall receive a copy of the board member attendance policy.

Attendance

Board members are expected to attend at least 80% of all regularly scheduled meetings.

The Board acknowledges that members may occasionally miss meetings due to circumstances beyond their control such as illness, travel schedules, jury duty, or holidays. These will generally be considered "excused" absences. In all cases, board members are expected to notify the board of meetings they know they will miss. Missing a meeting without notification shall be regarded as unacceptable.

In order to make the board more accountable internally, the following transparency measures shall be executed:

- A. All minutes (with attendance and excused/unexcused absences) will be sent via email to membership by the board secretary.
- B. Board member's attendance will be noted in the meeting minutes;
- C. Board attendance percentage will be reported when board members stand for re-election.

The board will maintain a public, year-to-date summary of board member attendance on the district website so that the school community shall be informed of board member attendance.

Definition of a Board Attendance Problem

A board attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:

- A. The member has two consecutive absences for which no notice has been provided. Excused or unexcused shall mean the member did not call ahead to the chief school administrator, the business administrator or the board president before the meeting to indicate they would absent;
- B. The member has three consecutive absences from scheduled board meetings;
- C. The member misses one third of the total number of board meetings in a twelve-month period.

Suggested Response to a Board-Attendance Problem

If a board attendance problem exists regarding a member, the board president will promptly contact the member to discuss the problem. The member's response will promptly be shared by the board president with the entire board at the next board meeting. In that meeting, the board will decide what actions to take regarding the board member's future membership on the board.

BOARD ATTENDANCE (continued)

If the board decides to terminate the board member's membership, termination will be conducted per this policy. The board will promptly initiate a process to begin recruiting a new board member.

**Adopted:** **December 20, 2011**

Key Words

Board Member Attendance, Attendance, Attendance Problem

**Possible**

**Cross References:** \*9000 Role of the board  
\*9010 Role of the member  
9114 Resignation and removal from office  
\*9271 Code of ethics

\*Indicates policy is included in the Critical Policy Reference Manual.