

# Board of Education Agenda Item

Item: \_\_\_\_\_ D. \_\_\_\_\_

Date: January 14, 2010

**Topic:** First Review of the Board of Education's 2009 Annual Report on Electronic Meetings

**Presenter:** Dr. Margaret N. Roberts, Executive Assistant to the Board of Education

**Telephone:** 804/ 225-2924

**E-mail:** [Margaret.Roberts@doe.virginia.gov](mailto:Margaret.Roberts@doe.virginia.gov)

**Origin:**

Topic presented for information only (no board action required)

Board review required by

State or federal law or regulation

Board of Education regulation

Other: Board of Education By-laws

Action requested at this meeting

Action requested at future meeting:

**Previous Review/Action:**

No previous board review/action

Previous review/action

date:

action:

**Background Information:** § 2.2-3708.E of the *Code of Virginia* requires that public bodies holding electronic meetings submit an annual report detailing their experience with any electronic meetings to the Freedom of Information Advisory Council and the Joint Commission on Technology and Science. The *Code of Virginia* specifies the information that is to be included in the annual report, as follows:

**§ 2.2-3708. Electronic communication meetings.**

E. Any public body that meets by electronic communication means shall make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science. . . .

1. The total number of electronic communication meetings held during the preceding year;
2. The dates and purposes of the meetings;
3. The number of sites for each meeting;
4. The types of electronic communication means by which the meetings were held;
5. The number of participants, including members of the public, at each meeting location;
6. The identity of the members of the public body recorded as absent, and those recorded as present at each meeting location;
7. A summary of any public comment received about the electronic communication meetings; and
8. A written summary of the public body's experience using electronic communication meetings, including its logistical and technical experience.

**Summary of Major Elements:** During the 2009 calendar year, the Board of Education conducted one committee meeting using electronic communications.

It should be noted that the Board of Education has moved significantly within the last few years to use electronic communications and resources. The Board has taken action to post agendas, meeting material, minutes, business and committee meeting notices, legislative reports, and other publications on its Internet site (<http://www.doe.virginia.gov/boe/index.shtml>). Meeting materials, Powerpoint presentations, and other publications related to Board meetings, including meetings of its standing committees and advisory committees, are distributed to members and the public via electronic means, thereby getting materials into the hands of interested persons quickly and efficiently while, at the same time, reducing costs and administrative time on the agency.

The Board of Education also supports and encourages the use of electronic conferencing resources, including videoconferencing, for conducting business of standing committees and advisory committees.

**Superintendent's Recommendation:** The Superintendent of Public Instruction recommends that the Board of Education waive first review and adopt the *2009 Annual Report on Electronic Meetings*.

**Impact on Resources:** N/A

**Timetable for Further Review/Action:** Following its adoption, the final report will be submitted to the Freedom of Information Advisory Council and the Joint Commission on Technology and Science, as required by the *Code*.

## ATTACHMENT:

### Board of Education 2009 Annual Report on Electronic Meetings

During the 2009 calendar year, the Board of Education conducted one committee meeting using electronic communications.

#### Summary of Electronic Meetings Held in 2009 by the Board of Education

Date and Purpose of Meeting	Number of Sites: Number of Board members present	Types of Communication Used	Number of Public Participants	Public Comment
October 13, 2009: Charter School Application Review Committee	Two sites: Richmond and Manassas Two Board of Education members were present at the Richmond site; one committee member participated electronically from the Manassas site	Telephone conference call	Richmond: 2 Manassas: none	None

#### Summary of the Board of Education's Experience Using Electronic Communications

Meetings of the Board of Education and the Board of Education's Charter School Application Review Committee were conducted using telephone conference services provided by the VITA. The system worked well and the full agendas were completed with no difficulty. The Department of Education's staff continues to modify the technical equipment in order to improve the sound quality to and from the remote sites.

It should be noted that the Board of Education has moved significantly within the last few years to use electronic communications and resources. The Board has taken action to post agendas, meeting material, minutes, business and committee meeting notices, legislative reports, and other publications on its Internet site (<http://www.doe.virginia.gov/boe/index.shtml>). Meeting materials, Powerpoint presentations, and other publications related to Board meetings, including meetings of its standing committees and advisory committees, are distributed to members and the public via electronic means, thereby getting materials into the hands of interested persons quickly and efficiently while, at the same time, reducing costs and administrative time on the agency.

The Board of Education also supports and encourages the use of electronic conferencing resources, including videoconferencing, for conducting business of standing committees and advisory committees.