



# Española Public Schools

Striving for Excellence

BOARD RESOLUTION NO 2023-24-001

## OPEN MEETINGS ACT

ESPAÑOLA SCHOOL BOARD OF EDUCATION

ESPAÑOLA PUBLIC SCHOOLS

District No. 55

405 Hunter Street

Espanola, New Mexico 87532

**WHERE AS**, the Española Public Schools Board of Education met in regular session at Education Services Center – Board Room on June 15, 2023 at 6:00 p.m. as per required by law; and

**WHERE AS**, the Española public schools board of education met in regular session at educational services center – board room on June 15, 2023 at 6:00 p.m. to amend its Opening Meeting Act Resolutions (Board Resolution No 2023-24-001) as reflected herein; and

**WHERE AS**, any meetings 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; and

**WHEREAS**, Section 10-15-1 (D) of the Open Meetings Act requires the Española Public Schools Board of Education to determine annually what constitutes reasonable notice of its public meetings:

**NOW, THEREFORE, BE IT RESOLVED** by the Española Public School Board of Education that:

1. All meeting shall be held at the EPS Educational Services Center – 405 hunter Street at 6:00 p.m. or at an approved schedule location incorporated herein, unless otherwise indicated in the meeting notice.
2. Unless otherwise specified in the meeting notice, regular meetings shall be held each month on dates specified on the approved schedule. The agenda will be available at least seventy-two (72) hours prior to the meeting from the Superintendent's Office; whose office is located on 405 Hunter Street, Española, NM 87532 and shall be posted on the Espanola Public Schools website which the district maintains. The notice shall indicate how a copy of the agenda may be obtained.



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3. Special meetings may be called by the President or a majority of the members upon three (3) days' notice. The notice shall include an agenda for the meeting or 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 from the Superintendent's office, whose office is located on 405 Hunter Street, Española, NM 87532, and shall be posted on the Española Public Schools website which the district maintains.
4. Emergency meetings will be called only under the unforeseen 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 Española Public Schools Board of Education 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.
5. The Board:
  - a. May Conduct a telephone (or other communications device) conference call with a member or members of the Board of Education when it is otherwise difficult or impossible for the member to attend the meeting in person;
  - b. Shall ensure that the absent member can be identified when speaking and hear all participants at the meeting, and that all participants can hear each absent member during the meeting;
  - c. May recess and reconvene a meeting which cannot be completed on the date specified in the meeting notice, provided by the district: a. Posts notice of the date, time and place for the reconvened meeting on or near the door of the original meeting place and in at least one other location appropriate to provide public notice of the continuation of the meetings; and b. Discusses at the reconvened meeting only matters appearing on the original agenda.
6. For the purposes of regular meetings described in paragraph 2 of the Resolution, notice requirements are met, notice of the date, time, place and agenda is placed in newspapers of general circulation in the state, specifically Rio Grande Sun Newspaper, Albuquerque Journal, and Santa Fe New Mexican, and posting in the following location: Administrative Office and on the Española Public Schools website. The Española Public Schools Board of Educations Secretary shall also email copies of the written notice to those who broadcast stations licensed by the Federal Communications Commission and newspapers if general circulation that which have made a written request for notice of public meetings.



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7. For the purposes of special meetings and emergency meetings described in paragraph 3 and 4 of this Resolution, notice requirements are met if notice of the date time, place and agenda is provided by telephone to the newspapers and radio station listed above posted in the Administrative Office and on the Española Public Schools website. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of the general circulation that have made a written request for notice of public meetings.
8. In addition to the information specified above, all notices shall include the following language:
  - i. If you an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary and or service to attend of participate in the hearing or meetings, please contact the Superintendent Office at the Administration Office of the Española Public Schools at least one (1) 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's Office at the Administration Office if a summary or other type of accessible format is needed.
9. The Española Public Schools Board of Education may close a meeting to the public only if the subject matter of such discussion of actions if exempted from the Open Meeting Requirement under Section 10-15-1 (H) of the Open Meetings Act:
  - i. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Espanola Public Schools Board of Education taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.
  - ii. If conducted when to hold a closed meeting is made with the Espanola Public Schools Board of Education is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstance, 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.
  - iii. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the



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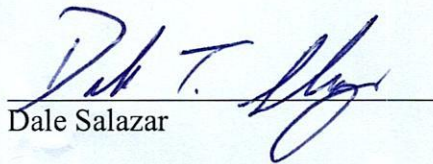
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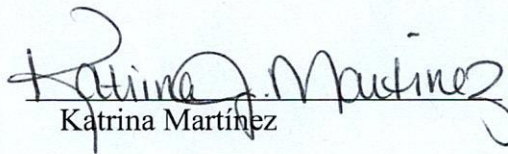
closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice of closure.

iv. Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action as a result of discussions in a closed meeting shall be made by vote of the Espanola Public Schools Board of Education in an open public meeting.

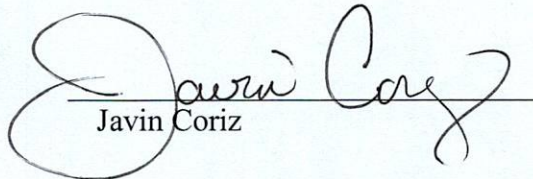
Passed by the Board of Education on this 15<sup>th</sup> day of June, 2023

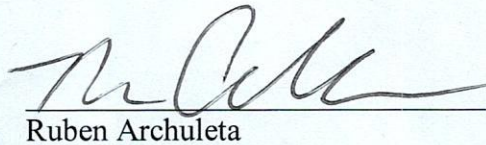
Española Public Schools Board of Education

  
Dale Salazar

  
Katrina Martinez

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Brandon Bustos

  
Javin Coriz

  
Ruben Archuleta

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Holly Martinez, Superintendent



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<b>BOARD MEEITNG SCHEDULE AS PART OF BOARD RESOULITION NO 2023-24-001</b>
(First and Third Thursday of the month)
July 6th & 20th and August 3th & 17th
September 7th & 21st and October 5th & 19th
November 2nd and 16 <sup>th</sup> and December 7th & 21st
January 4th & 18 <sup>th</sup> and February 1st & 15th
March 7th & 21st and April 4th & 18th
May 2nd & 16 <sup>th</sup> and June 6th & 20th