

1 **BOARD MEETING POLICY – AGENDA PREPARATION**

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3 The agenda of the board will be prepared by the **Superintendent Administrative Assistant**
4 ~~Secretary~~/Clerk of the Board with the members of the board and the Superintendent. The agenda
5 and supportive information will be provided to each board member the Friday prior to the regularly
6 scheduled monthly board meeting.

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8 The order of business will be determined by the Board Chair with input from the Superintendent.
9 The board may alter the order of business at any time.

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11 Patrons wishing to present matters **relating to school district matters** to the board must contact
12 the Superintendent’s Office or ~~Administrative Secretary~~/Clerk of the Board no later than the
13 Tuesday prior to the regularly scheduled board meeting to allow sufficient time for the matter to
14 be placed as a Delegation on the agenda. The board may decline to hear any matter at its discretion.

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16 Unscheduled matters **relating to the school district** may be heard during the Public Input portion
17 of the regular board meeting. Those wishing to speak **on school district matters** ~~on any topic of~~
18 ~~their interest~~ should complete and submit to the chairperson the MHSD Request to Address Board
19 of Trustees Form located at the Board **Meeting** Materials table. The individuals will be allowed a
20 maximum of three (3) minutes to present their views.

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22 The board will not hear complaints against school district employees by name or against students
23 by name in open session. If you have a complaint against personnel or students by name, you need
24 to schedule an appointment with the Superintendent. There will be no action taken at this time, but
25 action on a problem area could be scheduled for a subsequent meeting of the board.

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27 The proceedings of the board ~~may~~ follows Robert’s Rules of Order ~~as follows~~:

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29 **BOARD AGENDA** –

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A. An agenda shall be required for each meeting.

- 1) **Regular Meetings of the Board:** Board agendas/~~notices~~ of a regular meeting, will be **emailed and shared via a google folder** ~~delivered~~ to each board member and agenda/~~notice~~ will be posted on the bulletin board outside of the district office, **published on** ~~and~~ the district website, **and posted on the MHSD Facebook page**. If regular meetings are to be held at places other than the MHSD Boardroom, or are adjourned to times other than a regular meeting time, notice of the meeting will made in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries.
- 2) **Special Meetings of the Board:** A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted, will be **emailed and shared via a google folder** ~~delivered~~ to each board member. ~~and~~ Notices will be posted on the bulletin board outside of the district office, **published on** the district website, **posted on the MHSD Facebook page, posted on the County Courthouse bulletin board, and posted on the City Hall bulletin board**, unless the law states otherwise.
- 3) All required notices must be delivered **via email** or posted not less than twenty-four (24) hours prior to the meeting.
- 4) The written notice to a regular or special board meeting may be ~~given~~ **delivered via email and posted not less than forty-eight (48) hours.** ~~by telegram, fax, or electronic mail.~~

B. Items of business may be suggested by board members, ~~administrative secretary~~/board clerk, administration, or **dependent on the circumstance and with the approval of the board chair patrons and district employees** ~~of the District~~ **may suggest business items** for inclusion on the agenda.

60 1) Business items suggested by patrons or **district employees** ~~the District~~ should be submitted
61 in writing and received in the office of the Superintendent or ~~Administrative~~
62 ~~Secretary/Clerk~~ of the Board of Trustees the Tuesday before the regular board meeting or
63 at least six (6) business/working days before the meeting in order to ensure inclusion on
64 the written agenda and must be directly related to the district.

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66 C. The **Superintendent** ~~Administrative Assistant Secretary/Clerk~~ of the Board will prepare and
67 post an agenda notice forty-eight (48) hours in advance of each regular meeting. The board
68 may amend the agenda, provided that a good faith effort is made to include in the original
69 agenda notice of all items known to be probable items of discussion. The agenda may be
70 amended in the following manner (Idaho Code 74-204):

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72 1) If the agenda is amended after it has been posted, but forty-eight (48) hours or more prior
73 to the start of the regular meeting, or twenty-four (24) hours or more prior to the start of a
74 special meeting, then the agenda may be amended upon the posting of the amended agenda.

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76 • No special meeting shall be held without at least a twenty-four (24) hour meeting and
77 agenda notice, unless an emergency exists.

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79 • An emergency is a situation involving injury or damage to persons or property, or
80 immediate financial loss, or the likelihood of such injury, damage or loss, when the
81 notice requirements of this section would make such notice impracticable, or increase
82 the likelihood or severity of such injury, damage or loss, and the reason for the
83 emergency is stated at the outset of the meeting.

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85 2) If an amendment to the agenda is proposed after an agenda has been posted and less than
86 forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior
87 to a special meeting, but prior to the start of the meeting, the ~~Administrative~~
88 ~~Secretary/Board~~ Clerk will post the proposed amended agenda, but it will not become
89 effective until a motion is made at the meeting, and the board votes to amend the agenda.

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91 3) The board may amend the agenda after the start of the meeting upon a motion that states
92 the reason for the amendment and states the good faith reason the agenda item was not
93 included in the original posted agenda.

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95 D. Copies of the agenda should be **emailed and shared via a google folder** given to the board
96 members the Friday prior to the regular board meeting and made available at the District Office
97 by posting the agenda at the entrance of the district office, **and published** on the school district
98 website, **and posted on the MHSD Facebook page**.

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100 E. Because of the need to efficiently conduct its business with the available time to deal with
101 situations where unexpected issues arise and/or where the board needs to address issues not on
102 the agenda, the agenda may be modified before or at the meeting (Idaho Code 74-204).

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104 F. Executive Sessions. If an executive session only will be held, a twenty-four (24) hour meeting
105 and agenda notice shall be given according to the notice provisions stated in subsection (2) of
106 this section and shall state the reason and the specific provision of law authorizing the
107 executive session.

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109 G. The agenda format shall be:

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111 I. CALL TO ORDER

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113 A. Pledge of Allegiance

114 B. Good News

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116 II. APPROVAL OF AGENDA OR ADDENDUMS

117 *Approval of posted agenda or approval of addendums (additions and deletions) IAW Idaho Code 74-204(4)(c) – Notice*
118 *of Meetings – amendments to a posted agenda.*

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120 III. CONSENT AGENDA ITEMS

121 *The board may approve all of the following items by a single motion and vote unless any member of the board asks*
122 *that an item be removed from the Consent Agenda Items for consideration under New or Unfinished Business.*

- 123
- 124 A. Approve Minutes of Previous Meeting(s)
- 125 B. Financial Reports
- 126 C. Consideration of Bills
- 127 D. Personnel Items
- 128 ~~E. Principal’s Data Reports~~
- 129 F. Travel Requests
- 130 G. Policy Adoption – 3rd and Final Reading
- 131 H. Policy Revision – 3rd and Final Reading
- 132 I. Policy Adoption – 2nd Reading
- 133 J. Policy Revision – 2nd Reading
- 134 K. (As Determined by the Board)
- 135

136 IV. DELEGATION

137 *Any group wishing to be a delegation must submit a letter to the **Superintendent** Administrative Assistant Secretary/
138 Clerk of the Board no later than the Tuesday prior to the next regular board meeting; the letter must include the reason
139 for asking to be a delegation.*

141 V. PUBLIC INPUT

142 *Those wishing to speak on any topic of their interest should complete and submit to the chairperson the MHSD Request
143 to Address Board of Trustees Form located at the Board Meeting Materials table. The Individuals will be allowed a
144 maximum of three minutes to present their views. The board will not hear complaints against school district employees
145 by name or against students by name in open session. If you have a complaint against personnel or students by name,
146 you need to schedule an appointment with the Superintendent. There will be no action taken at this time, but action on
147 a problem area could be scheduled for a subsequent meeting of the board.*

149 VI. REPORTS

151 VII. UNFINISHED BUSINESS

153 VIII. NEW BUSINESS

155 IX. EXECUTIVE SESSION

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157 X. ADJOURNMENT

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159 Additional agenda items may be added as determined by the board.

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161 Upon consent of a majority of members present, the regular order of business at any meeting may
162 be suspended.

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166 **LEGAL REFERENCE:**

167 Idaho Code Sections

168 33-506 – **Organization & Government of Board of Trustees**

169 74-204 – **Notice of Meetings – Agendas**

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171 **ADOPTED:** June 21, 2016 Revised: April 17, 2018

