

BOARD MEETING POLICY – AGENDA PREPARATION

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

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

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

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

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

The proceedings of the board follows Robert's Rules of Order:

BOARD AGENDA –

A. An agenda shall be required for each meeting.

- 1) **Regular Meetings of the Board:** Board agendas of a regular meeting, will be emailed and shared via a google folder to each board member and agenda will be posted on the bulletin board outside of the district office, published on 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 to each board member. 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 delivered via email and posted not less than forty-eight (48) hours.
- B. Items of business may be suggested by board members, board clerk, administration, or dependent on the circumstance and with the approval of the board chair patrons and district employees may suggest business items for inclusion on the agenda.
- 1) Business items suggested by patrons or district employees should be submitted in writing and received in the office of the Superintendent or Clerk of the Board of Trustees the Tuesday before the regular board meeting or at least six (6) business/working days before the meeting in order to ensure inclusion on the written agenda and must be directly related to the district.
- C. The Superintendent Administrative Assistant/Clerk of the Board will prepare and post an agenda notice forty-eight (48) hours in advance of each regular meeting. The board may amend the agenda, provided that a good faith effort is made to include in the original agenda notice of all items known to be probable items of discussion. The agenda may be amended in the following manner (Idaho Code 74-204):
- 1) If the agenda is amended after it has been posted, but forty-eight (48) hours or more prior to the start of the regular meeting, or twenty-four (24) hours or more prior to the start of a special meeting, then the agenda may be amended upon the posting of the amended agenda.
 - No special meeting shall be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists.
 - An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of this section would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.
 - 2) If an amendment to the agenda is proposed after an agenda has been posted and less than forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting, but prior to the start of the meeting, the Board Clerk will post the proposed amended agenda, but it will not become effective until a motion is made at the meeting, and the board votes to amend the agenda.

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

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

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

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

- G. The agenda format shall be:

- I. CALL TO ORDER

- A. Pledge of Allegiance
- B. Good News

- II. APPROVAL OF AGENDA OR ADDENDUMS

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

- III. CONSENT AGENDA ITEMS

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

- A. Approve Minutes of Previous Meeting(s)
- B. Financial Reports
- C. Consideration of Bills
- D. Personnel Items
- E. Travel Requests
- F. Policy Adoption – 3rd and Final Reading
- G. Policy Revision – 3rd and Final Reading
- H. Policy Adoption – 2nd Reading
- I. Policy Revision – 2nd Reading
- J. (As Determined by the Board)

- IV. DELEGATION

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

V. PUBLIC INPUT

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

VI. REPORTS

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

IX. EXECUTIVE SESSION

X. ADJOURNMENT

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

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



LEGAL REFERENCE:

Idaho Code Sections

33-506 – Organization & Government of Board of Trustees

74-204 – Notice of Meetings – Agendas

ADOPTED: June 21, 2016

Revised: April 17, 2018

Revised: December 18, 2018