

BOARD MEETING POLICY – AGENDA PREPARATION

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2
3 The agenda of the Board will be prepared by the Superintendent Administrative Assistant/Clerk
4 of the Board with the members of the Board and the Superintendent. The agenda and supportive
5 information will be provided to each Board member the Friday prior to the regularly scheduled
6 monthly board meeting.

7
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.

10
11 Patrons/*groups* wishing to be placed on the board agenda as a delegation to comment or present
12 ~~matters relating to school district matters~~ to the Board must submit in writing *a letter* to the
13 Superintendent's Office or **Superintendent Administrative Assistant/Clerk of the Board** their
14 **reason for wanting to be a delegation, or their comments,** or desire to present to the Board ~~to~~
15 ~~the Superintendent's Office or Clerk of the Board~~ no later than the Tuesday prior to the *next*
16 ~~regularly scheduled~~ board meeting to allow sufficient time for the matter to be placed as a
17 Delegation on the agenda. **Safety and healthcare measures such as the wearing of face masks**
18 **and social distancing will be followed during a CDC or State or School Board recognized**
19 **pandemic.** There will be no action taken at this time. The Board may decline to hear any matter
20 at its discretion. **If you have a complaint against personnel or students by name, you need to**
21 **schedule an appointment with the Superintendent.**

22
23 **The Board encourages the MHEA to regularly request to be a delegation at the convenience of**
24 **the association in the regular monthly board meetings by submitting in writing a request to be**
25 **placed on the agenda and by giving a brief explanation for requesting to be a delegation, and**
26 **with the caveat that the MHEA first approach the Superintendent to keep him abreast of the**
27 **request and to possibly receive guidance.**

29 ~~Those wishing to speak on school district~~ ~~Unscheduled matters relating to the school district may~~
30 ~~be heard by the board during the~~ Public Input *may be provided to the Board* ~~portion of the regular~~
31 ~~board meeting~~ by attending the board meeting in person, sign up on the Public Input Signup
32 Sheet, and submit to the Board Chair or Board Clerk the *Public Input Form* located next to
33 the signup sheet on the Board Meeting Materials table prior to the start of the board meeting.
34 ~~upon~~ The form is also located on the School District Website (www.mtnhomesd.org) ~~or if the~~
35 ~~board meeting is physically held on location then on the Board Meeting Materials table.~~ If called
36 upon by the Board, the individual(s) will be allowed a maximum of three (3) minutes to present
37 his/her ~~their~~ views. Please do not include the names of students or staff due to FERPA Laws
38 and privacy protection. There will be no action taken at this time, but action on a problem area
39 could be scheduled for a subsequent meeting of the Board. *Safety and healthcare measures such*
40 *as the wearing of face masks and social distancing will be followed during a CDC or State or*
41 *School Board recognized pandemic.* Those individuals refusing to follow the safety mitigations
42 set in place will immediately be escorted out of the building. There is limited seating in the
43 boardroom so patrons might have to sit in the foyer or the overflow room. *If you have a*
44 *complaint against personnel or students by name, you need to schedule an appointment with the*
45 *Superintendent.*

46
47 Those wishing to submit public input regarding his/her concerns or comments, but do not
48 plan to attend the board meeting or those not wishing to speak in person during board
49 meetings, may still provide input to the Board as long as the *Public Input Form* has been
50 submitted by noon the day of the board meeting. All public input forms received will be
51 forwarded to the Board of Trustees but might not be read aloud. Please do not include the
52 names of students or staff due to FERPA Laws and privacy protection. There will be no
53 action taken at this time. There will be no public input via zoom.

54
55 The Board will not hear complaints against School District employees by name or against students
56 by name in open session. ~~If you have a complaint against personnel or students by name, you need~~
57 ~~to schedule an appointment with the Superintendent.~~ There will be no action taken at this time, but
58 action on a problem area could be scheduled for a subsequent meeting of the board.

59

60 The proceedings of the Board ~~use the follow~~ **use the guidelines of Robert’s Rules of Order**:

61

62 **BOARD AGENDA** –

63

64 A. An agenda shall be required for each meeting.

65

66 1) **Regular Meetings of the Board**: Board agendas of a regular meeting, will be emailed and
67 shared via a google folder to each Board member and agenda will be posted on the bulletin
68 board outside of the District Office, published on the District Website, and posted on the
69 MHSD Facebook page. If regular meetings are to be held at places other than the MHSD
70 boardroom or are adjourned to times other than a regular meeting time, notice of the
71 meeting will made in the same manner as provided for special meetings. All regular
72 meetings of the Board will be held within the District boundaries.

73

74 2) **Special Meetings of the Board**: A written notice of a special meeting, stating the time and
75 place of the special meeting and the business to be transacted, will be emailed and shared
76 via a google folder to each Board member. Notices will be posted on the bulletin board
77 outside of the District Office, published on the District Website, and posted on the MHSD
78 Facebook page, unless the law states otherwise.

79

80 3) All required notices must be delivered via email or posted not less than twenty-four (24)
81 hours prior to the meeting.

82

83 4) The written notice to a regular or special board meeting may be delivered via email and
84 posted not less than forty-eight (48) hours.

85

86 B. Items of business may be suggested by Board members, Board Clerk, administration, or
87 dependent on the circumstance and with the approval of the Board chair; patrons and District
88 employees may suggest business items for inclusion on the agenda.

89

- 90 1) Business items suggested by patrons or District employees should be submitted in writing
91 and received in the office of the Superintendent or Clerk of the Board of Trustees the
92 Tuesday before the regular board meeting or at least six (6) business/working days before
93 the meeting in order to ensure inclusion on the written agenda and must be directly related
94 to the District.

95
96 C. The Superintendent Administrative Assistant/Clerk of the Board will prepare and post an
97 agenda notice forty-eight (48) hours in advance of each regular meeting. The Board may amend
98 the agenda, provided that a good faith effort is made to include in the original agenda notice of
99 all items known to be probable items of discussion. The agenda may be amended in the
100 following manner (Idaho Code 74-204):

- 101
102 1) If the agenda is amended after it has been posted, but forty-eight (48) hours or more prior
103 to the start of the regular meeting, or twenty-four (24) hours or more prior to the start of a
104 special meeting, then the agenda may be amended upon the posting of the amended agenda.

- 105
106 • No special meeting shall be held without at least a twenty-four (24) hour meeting and
107 agenda notice, unless an emergency exists.
108
109 • An emergency is a situation involving injury or damage to persons or property, or
110 immediate financial loss, or the likelihood of such injury, damage or loss, when the
111 notice requirements of this section would make such notice impracticable, or increase
112 the likelihood or severity of such injury, damage or loss, and the reason for the
113 emergency is stated at the outset of the meeting.

- 114
115 2) If an amendment to the agenda is proposed after an agenda has been posted and less than
116 forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior
117 to a special meeting, but prior to the start of the meeting, the Board Clerk will post the
118 proposed amended agenda, but it will not become effective until a motion is made at the
119 meeting, and the Board votes to amend the agenda.

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

124
125 D. Copies of the agenda should be emailed and shared via a google folder to the Board members
126 the Friday prior to the regular board meeting and made available at the District Office by
127 posting the agenda at the entrance of the District Office, published on the School District
128 Website, and posted on the MHSD Facebook page.

129
130 E. Because of the need to efficiently conduct its business with the available time to deal with
131 situations where unexpected issues arise and/or where the Board needs to address issues not
132 on the agenda, the agenda may be modified before or at the meeting (Idaho Code 74-204).

133
134 F. Executive Sessions. If an executive session only will be held, a twenty-four (24) hour meeting
135 and agenda notice shall be given according to the notice provisions stated in subsection (2) of
136 this section and shall state the reason and the specific provision of law authorizing the
137 executive session.

138
139 G. The agenda format shall be:

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141 I. CALL TO ORDER

142
143 A. Pledge of Allegiance

144
145 B. Good News

146 II. APPROVAL OF AGENDA OR ADDENDUMS (*ACTION*)
147 *Approval of posted agenda or approval of addendums (additions and deletions) IAW Idaho Code 74-204(4)(c) – Notice*
148 *of Meetings – amendments to a posted agenda.*

149
150 III. CONSENT AGENDA ITEMS (*ACTION*)
151 *The Board may approve all the following items by a single motion and vote unless any member of the Board asks that*
152 *an item be removed from the Consent Agenda Items for consideration under New or Unfinished Business.*

- 153
- 154 A. Approve Minutes of Previous Meeting(s)
- 155 B. Financial Reports
- 156 C. Consideration of Bills
- 157 D. Personnel Items
- 158 E. Travel Requests
- 159 F. Policy Adoption – 3rd and Final Reading
- 160 G. Policy Revision – 3rd and Final Reading
- 161 H. Policy Adoption – 2nd Reading
- 162 I. Policy Revision – 2nd Reading
- 163 J. (As Determined by the Board)
- 164

165 IV. DELEGATION (COMMENTS – NO ACTION/POSSIBLE DIRECTION)

166 *Patrons/Any groups wishing to be placed on the board agenda as a delegation to comment or present to the Board*
 167 *must submit in writing a letter to the Superintendent's Office or Superintendent Administrative Assistant/Clerk of the*
 168 *Board their reason for wanting to be a delegation, or desire to present to the Board no later than the Tuesday prior*
 169 *to the next regular board meeting; the letter must include the reason for asking to be a delegation. There will be no*
 170 *action taken at this time. The Board may decline to hear any matter at its discretion.*

171

172 V. PUBLIC INPUT (COMMENTS – NO ACTION/POSSIBLE DIRECTION)

173 *Public input may be provided to the Board by attending the board meeting in person, sign up on the Public Input Signup*
 174 *Sheet, and submit to the Board Chair or Board Clerk the Public Input Form located next to the signup sheet prior to*
 175 *the start of the board meeting The form is also located on the School District Website (www.mtnhomesd.org). If called*
 176 *upon by the Board, the individual(s) will be allowed a maximum of three minutes to present his/her views. The board*
 177 *will not hear complaints against school district employees by name or against students by name in open session. Please*
 178 *do not include the names of students or staff due to FERPA Laws and privacy protection. There will be no action taken*
 179 *at this time, but action on a problem area could be scheduled for a subsequent meeting of the Board. Safety and*
 180 *healthcare measures such as the wearing of face masks and social distancing will be followed during a CDC or State*
 181 *or School Board recognized pandemic. Face masks and social distancing must be followed, or the Those individuals*
 182 *refusing to follow the safety mitigations set in place will immediately be escorted out of the building. There is limited*
 183 *seating in the boardroom so patrons might have to sit in the foyer or the overflow room. If you have a complaint against*
 184 *personnel or students by name, you need to schedule an appointment with the Superintendent.*

185

186 *Those wishing to speak on any topic of their interest should complete and submit to the Chairperson public input but*
 187 *do not plan to attend the board meeting may still provide input to the Board as long as the Public Input Form has been*
 188 *submitted by noon the day of the board meeting. All forms must be received by the Clerk of the Board no later*
 189 *than 12 by noon the day of the board meeting either electronically or by mail. All public input forms received will*
 190 *be forwarded to the Board of Trustees but might not be read aloud. Please do not include the names of students or staff*
 191 *due to FERPA Laws and privacy protection. There will be no action taken at this time. There will be no public input*
 192 *via zoom. If you have a complaint against personnel or students by name, you need to schedule an appointment with*

193 *the Superintendent.*

194

195 VI. REPORTS (*INFORMATION ONLY – NO ACTION/TABLE*)

196

197 VII. UNFINISHED BUSINESS (*ACTION*)

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199 VIII. NEW BUSINESS (*ACTION*)

200

201 IX. EXECUTIVE SESSION (*POSSIBLE ACTION*)

202

203 X. ADJOURNMENT (*ACTION*)

204

205 Additional agenda items may be added as determined by the Board **or with a motion and decision**
206 during a board meeting.

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

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213 **LEGAL REFERENCE:**

214 Idaho Code Sections

215 33-506 – Organization & Government of Board of Trustees

216 74-204(4)(c) – Notice of Meetings – Agendas

217

218 **ADOPTED:** June 21, 2016

219 Revised: April 17, 2018

Revised: December 18, 2018

Revised: April 21, 2020

220