

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

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

Public Input may be provided to the Board by attending the board meeting in person, sign up on the Public Input Signup Sheet, and submit to the Board Chair or Board Clerk the **Public Input Form** located next to the signup sheet on the Board Meeting Materials table prior to the start of the board meeting. The form is also located on the School District Website ([www.mtnhomesd.org](http://www.mtnhomesd.org)). If called upon by the Board, the individual(s) will be allowed a maximum of three (3) minutes to present his/her views. Please do not include the names of students or staff due to FERPA Laws and privacy protection. 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. Safety and healthcare measures such as the wearing of face masks and social distancing will be followed during a CDC or State or School Board recognized pandemic. Those individuals refusing to follow the safety mitigations set in place will immediately be escorted out of the building. There is limited seating in the boardroom so patrons might have to sit in the foyer or the overflow room. If you have a complaint against personnel or students by name, you need to schedule an appointment with the Superintendent.

Those wishing to submit public input regarding his/her concerns or comments, but do not plan to attend the board meeting or those not wishing to speak in person during board meetings, may still provide input to the Board as long as the **Public Input Form** has been submitted **by noon the day**

**of the board meeting.** All public input forms received will be forwarded to the Board of Trustees but might not be read aloud. Please do not include the names of students or staff due to FERPA Laws and privacy protection. There will be no action taken at this time. There will be no public input via zoom.

The Board will not hear complaints against School District employees by name or against students by name in open session.

The proceedings of the Board use the guidelines of 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, and posted on the MHSD Facebook page, 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 (*ACTION*)

*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 (*ACTION*)

*The Board may approve all 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 – 3<sup>rd</sup> and Final Reading
- G. Policy Revision – 3<sup>rd</sup> and Final Reading
- H. Policy Adoption – 2<sup>nd</sup> Reading
- I. Policy Revision – 2<sup>nd</sup> Reading
- J. (As Determined by the Board)

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

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

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

*Public input may be provided to the Board by attending the board meeting in person, sign up on the Public Input Signup Sheet, and submit to the Board Chair or Board Clerk the [Public Input Form](#) located next to the signup sheet prior to the start of the board meeting. The form is also located on the School District Website ([www.mtnhomesd.org](http://www.mtnhomesd.org)). If called upon by the Board, the individual(s) will be allowed a maximum of three minutes to present his/her views. Please do not include the names of students or staff due to FERPA Laws and privacy protection. 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. Safety and healthcare measures such as the wearing of face masks and social distancing will be followed during a CDC or State or School Board recognized pandemic. Those individuals refusing to follow the safety mitigations set in place will immediately be escorted out of the building. There is limited seating in the boardroom so patrons might have to sit in the foyer or the overflow room. If you have a complaint against personnel or students by name, you need to schedule an appointment with the Superintendent.*

*Those wishing to submit public input but do not plan to attend the board meeting may still provide input to the Board as long as the [Public Input Form](#) has been submitted **by noon the day of the board meeting**. All public input forms received will be forwarded to the Board of Trustees but might not be read aloud. Please do not include the names of students or staff due to FERPA Laws and privacy protection. There will be no action taken at this time. There will be no public input via zoom. If you have a complaint against personnel or students by name, you need to schedule an appointment with the Superintendent.*

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

VII. UNFINISHED BUSINESS (*ACTION*)

VIII. NEW BUSINESS (*ACTION*)

IX. EXECUTIVE SESSION (*POSSIBLE ACTION*)

X. ADJOURNMENT (*ACTION*)

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

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(4)(c) – Notice of Meetings – Agendas

**ADOPTED:** June 21, 2016

Revised: April 17, 2018

Revised: June 15, 2021

Revised: December 18, 2018

Revised: April 21, 2020