BOARD AGENDA ITEMS

The basis of any productive meeting is a well-planned agenda. With the modern complexities of school board work and the amount of time donated by Trustees, it is incumbent that the Board of Trustees of Bonneville Joint School District No. 93 makes full use of its time when meeting in an official capacity. To do so requires that an agenda be provided prior to meeting time, outlining the items to be considered during the meeting. Such an agenda should be devised to preclude the Board having to make a spontaneous decision on any matter, but also not expending valuable time on relatively routine matters. Trustees are entitled to knowledge upon which to make competent decisions that can be defended to the public, and is in the best interest of the schools.

Guidelines

Requests for Placement of Items on the Agenda

1. All requests for placement on the agenda, other than regular business items, must be submitted to the Clerk of the Board no later than seven (7) days prior to the scheduled Board meeting. The Board Chair or at least two Board members or Superintendent/ designee may submit items of urgency after that date.

2. Requests for placement on the agenda will be referred by the Clerk to the Superintendent/designee or Board Chair for initial review.

    a. The Superintendent/designee will determine if the request should be addressed by the Board, a Board committee, or by the administration.

    b. If the request should be addressed by the Board, it will be placed on the agenda for discussion within sixty (60) days.

    c. The person submitting the request will be notified of the decision.

3. Inclusion of recommended agenda items shall be at the discretion of the Superintendent/designee and the Board Chair.

4. Individuals attending a regular meeting may not suggest business items for discussion and/or action except at the discretion of the Board Chair or the majority of the Board members present.

Agenda Format

1. The agenda will contain the following items:

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Pledge of Allegiance

Prayer - Trustee Members will rotate responsibility for the prayer. The agenda
background information will contain the member's name responsible.
He/she may offer the prayer or bring a member of the clergy or a member
of the community to do so.

I.   Call to Order

II.   Roll Call

III. Welcome of Delegates and Visitors

IV.   Action Items: the Board may take action to approve, deny, amend, modify
or postpone action on any of the items listed below.

A. Approve/Amend the Agenda

B. Consent Calendar

1. Minutes of the previous meeting(s)

2. Financial

a. Accounts Payable

b. Capital Construction Projects Report

c. Proposed Contracts

3. Emergency Closure Authorization

4. Employees

a. Conditional Employment

b. Canceled Conditional Employment

c. Resignations and Terminations

d. Retirements

e. Transfers

f. Stipends

g. Request(s) for Leave

h. Alternative Authorization

5. Intern and Student Teacher Assignments

6. Students

a. Alternate Graduation Requests

b. Early Graduation Requests

c. Club Requests

d. Trip Requests

V. Teacher/Staff Recognition

VI. Student Recognition

VII. Public Input

VIII. Administrative Reports/Information Items

A. Construction Reports

B. State of the District Report

C. Proposed Policy Revisions for Initial Consideration

D. Notification of Changes to Policy Administrative Procedures or Forms

IX. Action Items: the Board may take action to approve, deny, amend, modify or postpone action on any of the items listed below.

A. Proposed new policies or policy revisions for 30-day Review (first reading)

B. Proposed new policies or policy revisions for Final Adoption (second reading)

X. Call for Agenda Items for Upcoming Meetings

XI.   Adjournment

Distribution of the Agenda

1. The agenda, with background information relating to agenda items, will be provided to Board Members electronically no later than five (5) calendar days prior to the date of the regular meeting.

2. Forty-eight (48) hours prior to a scheduled meeting, a copy of the agenda will be posted in the District Office, on the District's website and emailed to local media representatives, local PTO presidents, members of the Bonneville Joint School District No.93 staff and any patrons who request a copy.

3. Public background information will be available on the District's Website under About D93 ⯈ Board of Trustees, ⯈ Upcoming Meeting Agenda, select meeting date ⯈ Agenda Packet.

4. Copies of the agenda will be available at the commencement of each regular or special meeting or work session of the Board of Trustees.

5. If a Special Meeting is called, the agenda notice will be prepared not less than twenty-four (24) hours prior to meeting time, delivered via email to each Board member, the Bonneville Joint School District No.93 staff, local media representatives, and local PTO presidents, as well as posted to the District Website and at a minimum posted at the District Office.

   Only items appearing on the agenda may be discussed in Special Board Meetings.

6. In the case of an emergency meeting, an email will be sent or a phone call attempted to the members of the Board and District Leadership.

Procedures for Addressing Agenda Items

Consent Calendar

1. Questions relating to items on the consent calendar may be discussed prior to its approval. Any items that might require additional discussion may be removed from the consent calendar and added to the regular meeting agenda by motion of the Board. All other matters will be approved upon a majority vote after an appropriate motion.

2. Any consent calendar item(s) removed will then be given consideration under either Information Items or Action Items at the discretion of the Board Chair.

Information Items

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Information items are issues being initially introduced before the Board or issues carried forward from recent previous meetings for discussion only.

Action Items

All agenda items that require a vote shall be identified on the agenda as an "action item" to provide notice that action may be taken on that item. Identifying an item as an action item on the agenda does not require a vote to be taken on that item.

Public Input

Any individual wishing to speak as a part of the Public Input session, must:

1. Receive recognition of the Chairperson of the meeting, and

2. State his/her name and address for the record.

3. Should any individual's acts violate proper decorum, that individual may, upon determination of the Board Chair, be required to leave the meeting.

Types of Motions

1. Reconsidering a Motion

   a. To provide additional information, a *motion to reconsider* must be made on the same day as the meeting where the original motion was made or on the next day business is conducted.

   b. The motion to reconsider must be made by a Board member who voted on the prevailing side of the motion to be reconsidered.

   c. The Board will vote on the reconsideration question.

   d. If the reconsideration vote is successful, the item is entitled to be placed on the agenda as legitimate business.

2. Rescinding a Motion

   a.   A motion used to cancel a previous motion.

3. Amending a Motion

   a. A motion to amend is used to modify another motion previously adopted either by making a simple change or by substituting something in its place.

Board Policy

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Additions to, or changes in, Board policy will be voted upon pursuant to policy #1320 *Policy Adoption*.

Adopted: 03-09-2005 Reviewed: Revised: 03-11-2009
                                                           02-08-2012
                                                           10-10-2012
                                                           09-10-2014
                                                           07-29-2015
                                                           11-01-2017
                                                           02-09-2022

        Cross Reference: Policy Adoption #1320
                              Board Meetings #1500
                              Public Participation in Board Meeting #4105

        Legal Reference: Idaho Code § 33-506 (1) Organization and government of the Board of
                              Trustees
                              Idaho Code §§ 74-201 to 74-208 Open Meeting Law