BOARD AGENDA ITEMS

1. Statement of Purpose

The foundation of effective board meetings is a clearly defined and well-prepared agenda. In recognition of the complex nature of school board governance and the voluntary service of Trustees, it is the policy of the Board of Trustees of Bonneville Joint School District No. 93 to utilize its meeting time as efficiently as possible.

a. To support this objective, a written agenda shall be prepared and distributed in advance of each meeting.

b. The agenda shall outline all items proposed for consideration, enabling the Board to avoid spontaneous decision-making on substantive matters and to limit time spent on routine items.

c. Trustees shall be provided with sufficient information in advance to make informed, responsible decisions that are in the best interest of the District and defensible to the public.

2. Requests for Placement of Items on the Agenda

a. Residents, employees, and students of Bonneville School District 93 may request the addition of an item directly related to school district business to the agenda of a regular meeting of the Board of Trustees by submitting Form 4105F.

   Any resident, employee, or student of Bonneville School District 93 may submit a request to add an item directly related to District business to the agenda of a regular Board meeting by completing and submitting Form 4105F at least seven (7) calendar days prior to the scheduled Board meeting.

      i. The Superintendent/ designee, Board Chair or at least two Board members may submit items of urgency after that date.

b. 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.

c. The Clerk of the Board will refer requests for agenda items to the Superintendent/designee and Board Chair for initial review.

d. Either the Superintendent/designee or Board Chair may approve the requested agenda item on the next regular meeting of the Board of Trustees.

      i. The Superintendent/ designee or Board Chair will determine whether to identify the request as either a discussion item or an action item.

e. If a request is not initially approved by the Superintendent / designee or Board chair, the Board Clerk will add the request as an action item to the “Call for Agenda Items for Upcoming Meetings” section of the agenda.

i. The Superintendent / designee may recommend whether requested agenda items should be addressed by the Board, a Board committee, or by the administration.

ii. The Board will vote to approve or not approve requested items to be placed on an upcoming Board Meeting agenda.

iii. The Clerk of the Board will notify the person submitting the request of the decision of the Board.

3. Agenda Items

a. Action Items

i. Any agenda item requiring a vote shall be identified as an “Action Item” to notify the public that the Board may take formal action.

ii. By majority vote, the Board may approve, deny, amend, modify or postpone actions on proposed business items.

iii. The Board is not required to take a vote on every item that has been published as an action item on the agenda.

b. Discussion Items

i. Items that do not require a vote will be considered informational reports or discussion items only.

ii. The Board shall take not take any action regarding discussion or informational items other than to

4. Agenda Format

The agenda will contain the following items:

a. Opening Board Business

i. Call to Order

ii. Welcome of Delegates and Visitors

iii. Pledge of Allegiance

iv. Inspirational thought, invocation or prayer

1. Trustee Members will rotate responsibility for the inspirational thought, invocation, or prayer.

2. The agenda background information will contain the member's name responsible. Board members may offer the thought or prayer or invite a member of the community to do so.

v. Roll Call

1. The Clerk of the Board shall note the Board members in attendance in the minutes of the meetings.

vi. Approval or Amendment of the Agenda

vii. Recognition of Students

viii. Recognition of Teachers and Staff Members

ix. Public Input

x. Approval or Amendment of Consent Agenda

1. To expedite Board meetings, the administration may present to the Board a list of routine business items that may be approved as a single action item by a vote of the Board. Such items include, but are not limited to,

a. Minutes of the previous meeting(s)

b. Financial transactions and reports, including

i. Accounts payable

ii. Capital construction project reports

iii. Proposed contracts

iv. Emergency closure authorizations

c. Employment recommendations and actions, including

i. Conditional employment

ii. Canceled conditional employment

iii. Resignations and terminations, including retirements

iv. Transfers and reassignments

v. Recommendations for stipends

vi. Request(s) for leave

vii. Alternative authorizations

viii. Intern and student teacher assignments

d. Student recommendations and actions, including

i. Alternate graduation requests

ii. Early graduation requests

iii. Club requests

iv. Trip requests

2. Any Board member may ask questions or seek clarification relating to any items on the consent agenda prior to its approval.

3. Any Board member may make a motion to remove any items that require additional deliberation from the consent agenda to the regular meeting agenda.

    a. Upon a second to such a motion, the item shall be moved from the consent agenda to the regular agenda.

    b. Any consent calendar item(s) removed will then be deliberated and decided as an Action Items following approval of the remainder of the consent agenda.

4. All other items on the consent agenda will be approved upon a majority vote after an appropriate motion.

xi. Action Items Removed from the Consent Agenda

b. Administrative Reports and Recommendations

The administrative officers of Bonneville School District shall present reports and recommended action items for the consideration of the Board. Such items may include, but are not limited to the following:

i. Construction reports,

ii. Reports on the state of the district and schools,

iii. Proposed policy updates, including recommendations to adopt new policy, delete outdated policies, and update existing policies,

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

    a. Initial changes to policies and procedures that are only for the consideration of the Board, as well as notification of changes to administrative procedures or forms, will not require an action of the Board to consider.

    b. Recommendations to publish proposed changes to Board policies for public comment or for final adoption by the Board

will require an appropriate motion and majority vote of the Board for approval.

c. Closing Board Business

i. Call for Agenda Items for Upcoming Meetings

1. The Board shall consider all agenda items requested by a resident, employee, or student enrolled in the school district.

2. Upon a majority vote following an appropriate motion and second, requested agenda items shall be placed on the agenda of a regular meeting of the Board.

a. The Board may also vote to approve certain items for consideration at a Special Meeting after an appropriate motion.

ii. Adjournment

5. Distribution of the Agenda

a. 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.

b. 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 webpage 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.

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

d. 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.

i. Only items appropriately published and noticed on the agenda may be discussed in Special Board Meetings.

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

6. Procedures for Addressing Agenda Items

a. Information Items

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

b. Action Items

i. 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.

c. Public Input

i. 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.

Adopted: 03-09-2005 Reviewed: Revised: 03-11-2009
02-08-2012
10-10-2012
09-10-2014
07-29-2015
11-01-2017
04-25-2024
07-09-2025

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