Forrest M. Bird Charter Schools No. 487

THE BOARD OF DIRECTORS 1500P

Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Executive Director and Board Chair. Items submitted by the Board Chair or at least two Board Members shall be placed on the agenda. The clerk, administration, or patrons of the Forrest M. Bird Charter School may also suggest inclusions on the agenda. Such suggestions must be received by the Executive Director at least seven days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Executive Director, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and must follow the procedure established for public input at Board meetings.

Regular Meeting Agendas

A 48 hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted in a prominent place at the principal office of the School or, if no such office exists, at the building where the meeting is to be held. All meeting notices and agendas must be posted on the School website.

Special Meeting Agendas

Special meetings require a 24 hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. The Board secretary or his or her designee shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting. All meeting notices and agendas must be posted on the School website.

Amending Agendas

An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

Amending the Agenda More than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting: If an amendment to an agenda is made after an agenda has been posted but 48 hours or more prior to the start of a regular meeting, or 24 hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

Amending the Agenda Less than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting: If an amendment to an agenda is proposed after an agenda has been posted and less than 48 hours prior to a regular meeting or less than 24 hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda.

Amending the Agenda After the Start of a Meeting: An agenda may be amended after the start of a 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 agenda posting.

Negotiation Meeting Notices

Notice of all negotiation sessions between the School and the local education organization shall be posted at the earliest time practicable on the front page of the School's website. Additionally, if time permits, the School shall post notice of the negotiation sessions within 24 hours at the same physical locations the School uses for posting its regular meetings.

Order of Business

The order of business will be determined by the Board Chair and Executive Director with input from the Board. Upon consent of the majority of the Members present, the order of business at any meeting may be changed.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a Member of the Board. It is strongly suggested that any Board Member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chair and Executive Director. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Action Items

All agenda items that require a vote shall be identified on the agenda as such. Final action may not be taken on agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes.

Minutes

The clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the clerk. The minutes shall include:

1. The date, time, and place of the meeting;
2. The presiding officer;
3. Board Members recorded as absent or present;
4. All motions, resolutions, orders, or ordinances proposed and their disposition;
5. The results of all votes, and upon the request of a Member, the vote of each Member, by name;
6. Legal basis for recessing into executive session; and
7. Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the clerk to record the discussion verbatim.

Unofficial minutes shall be delivered to Board Members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the clerk, to be made available within a reasonable period of time after a meeting for inspection upon the request.

Minutes of Executive Session

The clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

Minutes of Negotiation Sessions

In all negotiation sessions between the School and the local education organization, the School shall cause to be taken written minutes. All documentation exchanged between the parties during a negotiation session, including all offers and counter-offers, shall be retained by the School and shall be subject to public writings disclosure laws.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the Members is present. A majority of the full membership of the Board shall constitute a quorum, a majority of the quorum may pass a resolution.

Meeting Conduct and Order of Business

1. The Board will conduct its meetings and order of business using general rules of parliamentary procedure for small boards. Should a question on parliamentary procedure arise at any meeting, the most current edition of *Robert's Rules of Order (small boards)* will be used as a guide.

2. All Board meetings shall be held in a location that is accessible to the public. Any person with a disability that requires accommodation or support to allow them to attend a meeting and/or provide comment may request such accommodation as described in Policy 4150.

3. The Board will abide by all rules of the Idaho Open Meetings Law, and the Board Secretary shall keep written minutes of all open Board meetings.

4. The order of business shall be reflected on the agenda and is determined by the Board Chair and Executive Director with input from the Board. Upon consent of a majority of the Board, the order of business at any meeting may be changed. Patrons may suggest items for inclusion on the agenda by submitting a written request to the Board Clerk.

5. Proxy voting is not permitted. Board Members are allowed, by Idaho Law, to attend virtually or by phone when they are unable to attend the meeting in-person. Each Board Member will attend all meetings in-person and only remotely when necessary.

6. The Board will accept in-person public comment at every regular meeting before action is taken on Charter School business, including the consent agenda. The Board may take action to approve an agenda prior to public comment. Our rules for patron comments are outlined in Policy 4105**.** The Board may accept public comment at Special Meetings on items that warrant input. No public comment will be allowed on items that require an executive session as outlined in Idaho Code 74-206, including but not limited to, subject matter that includes personnel, students, pending litigation, or other items that are deemed confidential by Idaho Law.

7. The Board will consistently follow our public participation procedures outlined in **Policy 4105.**

8. The Board will consider and represent the needs and interests of ALL of the children in Forrest M. Bird Charter School.

9. The Board will lead by example. We agree to avoid inflammatory and personally directed language and actions that create a negative impression of an individual, the Board, or the school. While we encourage debate and differing points of view, we will do it thoughtfully and with respect.

10. Surprises to Board Members or the Executive Director will be the exception and not frequent. We agree to ask the Board Chair and/or the Executive Director to place an item on the agenda instead of bringing it up unexpectedly at a meeting, as doing so may be an Open Meeting Law violation and not conducive to good governance practices.

11. Board requests of staff are to be made through the Executive Director.

12. All personnel complaints and criticisms received by the Board or its individual members will be directed to the Executive Director through the Board's Uniform Grievance Procedure.

13. Board Members will encourage others to follow the Board policy on complaint procedures to present their concerns, problems, or proposals to the person who can properly address their issue by using the Board's Uniform Grievance Procedure.

14. To be efficient and effective, long Board meetings will be avoided. If a Board Member needs more background information on business items, they will contact the Executive Director in advance of the meeting and consider a special meeting to address tabled matters.

15. The Board will consider research, best practices, public input, and financial impacts in our decision making.

16. The Executive Director is the CEO (chief executive officer) and should recommend, propose, or advise on all items that go before the Board.

17. The Board will speak to the issues on the agenda and not engage in off-topic debate. Facts and information needed from the administration will be referred to the Executive Director.

18. Work sessions will be for in-depth discussion on one or two agreed-upon topics, which will be identified on an agenda.

19. When executive sessions are held, Board Members will honor the confidentiality of everything presented or discussed.

20. The Board commits itself to continuous improvement through annual Board retreats, work sessions, and/or participating together in learning opportunities. The Board will ensure it includes a properly noticed agenda for such meetings.

21. The Board and Executive Director will annually facilitate goal setting for Forrest M. Bird Charter School.

22. 22. Board Members will do their homework and improve their board skills by attending learning and networking opportunities.

23. Individual Board Members do not have authority. Only the Board as a whole has authority. We agree that an individual Board Member will not take unilateral action.

24. The Board Chair or designee will be the Board's spokesperson.

25. When Board Members serve on committees or attend committee meetings, their role shall be as liaison to the Board and, when addressing the committee, shall be only as one individual on the Board.

26. The Board will establish the vision, mission, and goals for Forrest M. Bird Charter School, adopt policies, and ensure accountability. The Executive Director will manage the schools.

Procedure History
Promulgated on: December 11, 2018
Revised on: August 20, 2024
Reviewed on: August 25, 2025