

Board Policy

To make full use of its time when meeting in an official capacity, the Board of Trustees of Shelley Joint School District No. 60 will be provided with an agenda prior to meeting time, outlining the items to be considered during the meeting. The Trustee Member is 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.

Suggested Implementation Guidelines

The following guidelines are established to provide help and direction for preparation of the agenda:

1. The Superintendent of Schools shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with appropriate members of his/her executive staff and the Chairman of the Board of Trustees.
2. Items of business may be requested by the Board of Trustees at a previous meeting, or in written form by any Trustee Member, administrator, staff member, student or patron of the District by noon not later than ten (10) working days preceding the day of the meeting.
3. The inclusion of suggested items from individual Board Members, administrators, staff members, students or patrons shall be at the discretion of the Superintendent of Schools and Board Chairman. Should a suggested item be determined not to be included, the Superintendent will provide notice to the one making the suggestion, explaining why it will not be placed on the agenda for that particular meeting.
4. The agenda, with background information relating to agenda items, will be provided Board Members prior to the meeting by either hand delivery or mailing it not less than five (5) calendar days prior to the date of the meeting for regular meetings. If an emergency special meeting is called, the agenda will be prepared not less than twenty-four (24) hours prior to meeting time and hand delivered to the home address of each member.
5. The Clerk of the Board shall prepare an agenda notice forty-eight (48) hours in advance of each regular meeting. The requirements of notices and agendas for meetings shall be satisfied by posting such notices and agendas in a prominent place in the administrative office of the school district.

BOARD MEETING AGENDA

6. A copy of the agenda will be provided without background information to all media personnel and patrons who request a copy of the Clerk of the Board.
7. A copy of the regular school district board agenda will be posted in designated public locations at least forty-eight (48) hours prior to the time of the meeting.
8. The Clerk of the Board will mail a copy of the agenda to the Shelley Education Association President. It shall be the responsibility of the Association president to provide written notification of his/her appropriate mailing address annually.
9. A copy of the agenda will be placed in the District box of each School Principal to be posted in the schools.
10. Copies of the agenda will be available at the commencement of each regular meeting of the Board of Trustees for patrons wishing a copy. It will be left to the discretion of the Clerk of the Board to determine the amount prepared based on previous recent meetings.
11. The agenda will have the following items as may be determined to be needed for the specific meeting:
 - I. Prayer.
 - II. Call to Order
 - II. Roll Call.
 - III. Welcome of Delegates and Visitors
 - IV. Consent Calendar:
 - A. Minutes of the previous meeting(s)
 - B. Accounts Payable
 - C. Resignation(s) and Termination(s)
 - D. Request(s) for Leave
 - E. Transfers Requests
 - F. Early Retirement Requests
 - G. Proposed Contracts, Appointments and Assignments
 - H. Petitions for Credit
 - I. Determination of Home School Programs
 - J. Emergency Closure Authorization(s)

BOARD MEETING AGENDA

- K. Policies for Final Consideration
 - L. Early Graduation Request(s)
 - M. Surplus Property Declaration(s)
 - N. Student Teacher Placement(s)
 - O. Resolution(s) to Budget Hearing(s) and Trustee Election(s)
- VI. Old Business
 - A.
 - B.
 - VII. Public Input
 - VIII. New Business
 - A.
 - B.
 - IX. Committee, Curriculum and Administrative Reports
 - X. Adjournment
12. 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.
 13. Any consent calendar item determined of such a nature that it might require discussion or about which an individual member wishes to ask a question may be removed from the consent calendar by a simple request. All other matters will be approved upon a vote after an appropriate motion.
 14. Any consent calendar item(s) removed will then be given consideration prior to any old business item.
 15. Old business items will contain issues carried forward from recent previous meetings.
 16. Public input will provide an opportunity for any Board Member, administrator, staff member, student or patron to raise issues not on the agenda. The Board will receive such input without comment, except to ask germane questions of those speaking. The Board will take no action relative to any items during the meeting, but may direct the Superintendent to consider such an item at a subsequent meeting.
 17. New business items are issues being initially introduced before the Board.

BOARD MEETING AGENDA

18. Any patron wishing to speak on old or new business items, or during the public input session, must complete and submit a "Request to Address the Board of Trustees" as attached. The Chairman may limit discussion of any item if he/she determines that it is repetitious or not applicable to the issue.
19. Any individual wishing to speak to any agenda item, or as a part of the public input session, must receive recognition of the Chairman of the meeting, must state his/her name for the record, and can then address the pertinent issue. Should any individual's acts violate proper decorum, that individual may be required to leave the meeting, upon determination by the Board.
20. Should the Superintendent or Chairman determine that any administrator, staff member, student, patron, or group composed of any of the above would be significantly inconvenienced by the timing on the agenda, they may provide a "time certain" for the discussion by noting such on the agenda. A "time certain" will provide a firm starting and concluding time for that item. An extension of a "time certain" request may occur only upon the majority vote of Board Members in attendance.
21. The Board of Trustees is committed to holding meetings of a reasonable length. All meetings should be completed not later than 10:30 p.m. If it is determined that a meeting could reasonably exceed that time, the Board may determine which items are critical and handle just those items, postponing all others to the next meeting, or may agree by motion to recess the meeting to a later date and time.

REQUESTS TO ADDRESS THE BOARD OF TRUSTEES

This form should be filled out and given to the Clerk of the Board if you wish to address the Board of Trustees at this meeting.

Each group should choose one spokesperson.

Your Name _____

Address _____

City _____ State _____ Telephone _____

Agenda item or subject to which you would like to speak? _____

Whom do you represent? _____

Additional comments _____

Speaker time limit will be determined by the Board Chairman.

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