

Policy for Open and Closed Portions During Board of Directors Meetings at Faith Lutheran High School

The purpose of this policy is to establish guidelines for conducting Board of Directors meetings at Faith Lutheran High School with both open and closed portions. This policy aims to ensure transparency and accountability in the decision-making process while safeguarding sensitive and confidential information.

Definitions:

- Open Portion: The segment of the Board of Directors meeting that is accessible to the public, including parents, staff, and community members. During this portion, matters of general interest and non-confidential issues will be discussed.
- Closed Portion: The segment of the Board of Directors meeting that is restricted to authorized board members and designated personnel. Confidential, sensitive, or legally protected matters will be discussed in this portion.

Notice and Agendas:

- The Board of Directors shall provide public notice of all regular and special meetings, including the date, time, and location, at least two days before the scheduled meeting date.
- The agenda for each meeting shall be made available to the public at least 2 days before the meeting date. The agenda shall clearly indicate which items will be discussed in the open and closed portions.

Conducting Open Portion:

- All members of the public, including parents, staff, and community members, are welcome to attend the open portion of the board meeting.
- During the open portion, general matters related to Faith Lutheran High School, educational programs, community engagement, and non-confidential financial and operational reports may be discussed.
- The Board of Directors will allow time for public comments or questions related to the agenda items or other general matters concerning the school district at the beginning of the meeting. The procedure for this public comment portion is included at the end of this policy.

Conducting Closed Portion:

- The closed portion of the meeting will be limited to authorized board members, select school administrators, legal counsel, and other individuals whose presence is necessary for the discussion of confidential matters.

- Closed sessions shall adhere to all applicable laws and regulations regarding the confidentiality of information, including but not limited to student privacy, personnel matters, and legal discussions.
- Confidential matters that may be discussed in the closed portion include individual personnel issues, legal matters involving the school district, sensitive student disciplinary cases, and contract negotiations.

Motion to Enter/Exit Closed Session:

- Before entering the closed portion, a motion shall be made and carried by a majority vote of the Board of Directors during the open portion of the meeting. The motion shall state the specific reason for entering the closed session.
- Only matters specified in the motion may be discussed during the closed session. Any other topic shall be reserved for the open portion of the meeting.
- To end the closed portion, a motion shall be made and carried by a majority vote of the Board of Directors, thus ending the discussion of all confidential matters.

Minutes and Records:

- Detailed minutes shall be kept for both the open and closed portions of the Board of Directors meeting. However, the minutes of closed sessions will be confidential and only accessible to authorized personnel.
- Any action taken during the closed portion will be reported in the minutes of the subsequent open portion without disclosing sensitive information.

Review:

- This policy shall be reviewed periodically to ensure its effectiveness and relevance, with any necessary revisions made in accordance with legal requirements and best practices.

Adopted this [date], by the Faith Lutheran High School Board of Directors, to promote transparency, openness, and confidentiality in the conduct of our meetings.

Public Comment Procedures During Open Session At Faith Lutheran High School Board of Directors Meetings

Faith Lutheran High School Board of Directors welcomes public comment during regular meetings. Generally, Board of Directors members do not respond to public comment during a meeting, unless to ask a question.

Time: Each speaker may speak up to three minutes. The Vice-President will start the timer when the speaker begins, and the speaker should conclude their remarks when the buzzer sounds. The Board of Directors will allow up to 30 minutes for public comment at the beginning of each Board of Directors meeting. The Board of Directors may limit the number of speakers on a particular topic, or reduce the allocated time for each speaker, if a large number of speakers arrive to speak. Speakers are encouraged to prepare their remarks to fit within the 3 minute time limit.

Topics: Speakers may address an item during the public comment session of a meeting. All comments should address a matter related to Faith Lutheran High School. The Board of Directors request that comments related to an individual student or staff related matter be directed to the appropriate staff and not shared at a public meeting where disclosure could violate applicable confidentiality requirements.

Decorum: Speakers will present their comments and shall not engage in personal attacks. The Board of Directors expects that each speaker will be courteous, modeling for our students how one can respectfully disagree with others' views. Speakers will address their comments to the entire Board of Directors and not to one individual Director, administrator, staff, or audience member. The President is responsible that speaker decorum is followed, in addition to issuing a warning or stopping the speaker, if necessary.

Signing up to Speak: Speakers must sign up in person prior to the beginning of the Board of Directors meeting by submitting their request to the Administrator by 4pm on the day of the meeting. Speakers will be called in the order in which they sign up. Speakers may not speak on more than one specific topic at a time. Speakers who wish to speak on more than one topic must submit a separate request for each item.

The Board of Directors members are also available to meet with members of the public by appointment. In addition, the Board of Directors regularly reviews all letters and emails received.