

MCINTOSH AREA SCHOOL

POLICY NO. 3

MEETINGS OF THE BOARD OF DIRECTORS

- 1. Meeting Schedule.** McIntosh Area School (School) Board meetings are typically held bi-monthly on the third Monday of the month. The meeting schedule shall be posted on the School's website. Reasonable notice shall be provided of all Board meetings.
- 2. Open to the Public.** In accordance with Florida law, all Board meetings shall be open to the public in accordance with Florida's Sunshine Law unless specifically exempted by Florida Statutes.
- 3. Order of Business.** The President of the Board shall establish the agenda for the Board in conjunction with the administrative team and with input from Board members. The agenda for each Board meeting shall be prepared in a timely manner, and the Board shall make every effort to make the agenda available to the public prior to the meeting. The Board President or designee may change the agenda at any time. The order in which agenda items are addressed may be changed by the Board President or designee at any time at a Board meeting. Board meetings shall be generally limited to two hours.
- 4. Location.** Meetings of the Board shall generally be held in the School cafe, or such other location as determined by the Board. In accordance with Sec. 1002.33 (9)(p)(3), Florida Statutes, the Board shall hold at least two meetings per year in-person at the School. The meetings shall be noticed, open, and accessible to the public, and attendees will be provided an opportunity to receive information and provide input regarding the School's operations. The School's Principal (or designee) and the School's representative to facilitate parental involvement (parent liaison) shall be physically present at these two meetings.
- 5. Minutes.** Minutes of all Board meetings shall be promptly recorded. All motions, resolutions and necessary information related thereto shall be recorded. The minutes shall also reflect attendance, the name of the person making the motion or submitting the resolution, the name of the person who seconds the motion, and the vote or action taken. All minutes shall be kept on file at the School, posted on a quarterly basis on the School's website and shall be maintained as public records.
- 6. Public Participation**

 - (a) It is the intention of this policy to encourage public comment regarding items to be addressed by the Board. Any person wishing to address the Board during public comment should arrive prior to the commencement of the meeting. Persons providing public comment shall complete a sign-in sheet. Public comment shall be heard at the beginning of each meeting unless the President directs a change per Board Meeting Policy. Each speaker will be permitted three minutes. At the discretion of the Board, the amount of time allotted to each speaker may be reduced if needed to allow for an orderly progression of the meeting. All persons attending a Board meeting via CMT will be advised at the beginning of each meeting the process for submitting public comment.
 - (b) Persons addressing the Board must clearly state their name and direct their remarks to the Board. Persons will be recognized in the order in which requests are received.

(c) Persons addressing the Board shall demonstrate civility and decorum. The Board shall have the right to remove any person who is disruptive or interferes with the meeting. Profanity and/or abusive language will not be tolerated.

(d) The Board will provide reasonable accommodation to any individual with a disability who wishes to attend and/or make a public comment at the Board meeting. Persons seeking assistance for participation in any Board meeting should contact the School's Principal at least three days prior to the meeting.

7. Communications Media Technology

(a) For the purposes of this policy, "Communications Media Technology (CMT)" shall mean the electronic transmission of printed matter, audio, full-motion video, freeze frame video, compressed video, and digital video by any method available.

(b) The Board may hold a Board meeting via CMT. All meetings of the Board utilizing CMT shall provide for the attendance of any member of the public who desires to attend. No meeting shall be conducted if the available technology is insufficient to permit all interested persons to attend. If, during the course of a CMT meeting technical problems develop which prevent interested persons from attending, the Board shall terminate the meeting until the problems have been corrected. For the purposes of this policy, "attend" shall mean having access to the CMT network being used to conduct the meeting.

(c) Notice of all meetings held by CMT shall be provided in the same manner as in-person meetings of the Board. Notice of CMT meetings shall plainly state that the meeting will be conducted utilizing CMT and identify the specific type of CMT to be used. The meeting notice shall include a web link and/or call-in number. The notice shall describe how interested persons may attend and shall include:

(1) The address(es) of all access points, specifically designating those which are in locations normally open to the public. For the purposes of this policy, an "access point" means a designated place where a person interested in attending a CMT meeting may go for the purpose of attending the meeting.

(2) An address, email address, and telephone number where an interested may write or call for additional information.

(3) An address, email address, and designated person to whom a person may submit written or other physical evidence which he or she intends to offer to the Board during the meeting.

(d) All evidence, testimony, argument, discussion and public comment which is offered utilizing CMT shall be afforded equal consideration as if it were offered in-person.