

Section 1: Board Policies

A. Legal Status, Responsibilities, and Ethics

It is the policy of the Bonneville Academy Board of Directors to do all things necessary for the maintenance, prosperity, and success of the school and for the promotion of education; to exercise all powers given to it by statute; to obey all relevant laws and regulations; and conform to the highest ethical standards.

The purpose of this policy is to guide the board in fulfilling its responsibilities and to inform the public of the board's intentions and procedures.

Responsibilities and Duties: The board has all of the powers assigned to it by law and regulation to meet its statutory responsibilities. It may perform all of the following duties, as well as others legally prescribed and permitted: Adopt policies, procedures, rules, regulations, or bylaws, as appropriate, for the governance of the school. Members of Bonneville Academy's Board of Directors, acting as a unit, are ultimately responsible for the accountability, viability, and success of the school. The Board ensures that the school is meeting the goals and abiding by the school's charter by: empowering the school director and holding him or her accountable for compliance, performance, and achievement; and promoting and advancing the school's mission, vision, values, and brand.

- **School Governance**

- Understand the school's mission, vision, goals, values, and brand as encapsulated in the school's charter.
- Understand and keep up-to-date on public and charter school laws and regulations.
- Act as a group, understanding that no board member has the authority or ability to act individually on behalf of the board or the school.
- Attend regularly scheduled and special board meetings.
- Abide by the school's charter, bylaws, and applicable regulations and laws.
- Develop goals, policy, limitations, and accountability measures for school employees.
- Hire and evaluate the school director.
- Keep correspondences and board/school business confidential and not divulge sensitive school information to staff or the public.
- Approve the school's budget and evaluate monthly budget reports.
- Ensure all board members understand the role of the board in relation to school administration, faculty, and staff.
- Acquire, hold, lease, sell, and manage the use of property in the name of the school.
- Employ and set salary schedules for the school staff.
- Manage conflicts of interest, including the inherent conflict of being a board member and parent, if applicable.
- Assess the quality of the school's academic program and monitor results.
- Monitor board actions for effectiveness, efficiency, and compliance with law, policy, and good practice.

- Attend board development training.
- Set and reach attainable board goals.
- Serve as public ambassadors of the school to parents, staff, regulators, peers, and the public at-large.
- Recruit and orient new board members as needed.

Election of Members: A qualified individual may become a candidate for the board by submitting a cover letter and resume to the board pursuant to the bylaws of Bonneville Academy.

Election of Officers: The board must elect a chair and a vice chair whose terms of office are three years and until successors are elected.

Appointment of the Director: The board must appoint and evaluate the performance of a director, as directed by Utah law.

The board expects the director to work together, with school employees and the board, to ensure the success of the school. The board further expects the director to exemplify the highest standards of professional competence and ethical conduct.

Board's Relationship with the Director: The board believes that creation of policies, goals and objectives are the most important responsibility of a school board and that execution of such should fall to the director. By delegating its executive powers to the director, the board allows her or him to manage the school within the board's policies, thereby freeing the board to devote its time to policymaking and overall evaluation of the school. The board holds the director responsible for the administration of its policies and completion of goals and objectives as well as the execution of board decisions. The board expects the director to discharge her or his statutory responsibilities and to consult with and keep the board informed about school operations and concerns. The board expects the director to keep accurate records of all school revenues and expenditures, all meetings of the board, and all legal and fiscal obligations of the board. The board relies on the director for advice and expertise on financial matters affecting the operation of the school and holds the director responsible for insuring the accuracy, integrity, and timely communication of such information to the board.

Policy Development: The board, in consultation with the director, accepts sole responsibility for adopting new policies and changing existing policies. Without diluting its authority to determine policies for the school, the board may seek the counsel of paid consultants, citizens, students, and staff members in policy development.

The formal adoption of policies must be recorded in the minutes of a business meeting of the Bonneville Academy Board of Directors. Only those written statements so adopted and so recorded may be regarded as official board policy. The board must maintain a set of written policies for the operation of the school. The board may also maintain on-line access to written policies on the school's website. Exception to a policy may be made by majority vote of board members in a duly authorized meeting. Each policy remains in force until altered or superseded by action of the board.

Statement of Ethics for the Bonneville Academy Board of Directors: Members of the board are obliged to monitor, evaluate, and work to improve educational opportunities for

children and families of the school. These responsibilities require that members of the board adhere to the highest standards of ethical conduct. To this end, board members subscribe to the following statements and assurances.

- I will represent the board with dignity and integrity.
- I will treat fellow board members with respect and consideration, exhibiting both honesty and decorum when we disagree.
- I will keep confidential personnel, legal, and property issues discussed in executive sessions and in emails.
- I will avoid conflicts of interest or the seeking of any personal advantage as a result of serving on the board.
- I will endeavor to attend all board meetings, be prepared, and listen to others' opinions.
- I will guard the public trust by spending school funds to benefit all children.
- I will function as part of a policymaking body, recognizing that authority rests with the board in open session, not with individual members of the board.
- Abide by the school's bylaws.
- Ensure that conflicts of interest or personal issues do not interfere with objectivity or board obligations.
- Participate in short and long range planning activities.
- Ensure effective fiscal controls and accountability.
- Approve the annual budget.

B. Board Meetings

It is the policy of the Bonneville Academy Board of Directors to meet regularly so that the board may discuss or act upon matters over which it has jurisdiction. All meetings of the board must be open to the public unless they are closed in the manner and for the purposes allowed under Utah law.

The purpose of this policy is to ensure compliance with all relevant sections of Utah law, including requirements of the Utah Open and Public Meetings Act, and to provide appropriate avenues for public comment on issues before the board.

Public Comment at Board Meetings and Communication with Board Members:

The board recognizes that public comments and suggestions are vital to its decision-making process. The board welcomes public participation and will normally include a public comment period on the agenda of every regularly scheduled board business meeting. In board study sessions, members of the public in attendance may be called upon, at the discretion of the board's presiding officer, to contribute informally to the discussion, if time and the nature of the topic permit.

Members of the public or staff may contact members of the board to express views or urge action via e-mail, mail, and/or telephone at the addresses and numbers on the school's website. These correspondences need to be forwarded to all board members if the initial contact is only with one board member. Messages may also be sent by e-mail or letter to the school director, where they will be copied and distributed to all board

members. If there is a grievance with a board member or among board members than the grievance policy must be followed.

Notice and Agenda Requirements: At least once each year, the board must give public notice of its annual meeting schedule, in accordance with Utah law, including the anticipated date, time, and place of each meeting. In addition, the board must give public notice of every individual meeting, at least 24 hours in advance, including the agenda, date, time, and place of the meeting.

The board directs that notice of meetings, including agendas, be posted on the Bonneville Academy website and posted on the Utah Public Notice website as soon as it becomes available.

Agendas must be reasonably specific in describing the topics scheduled for discussion. In general, the board will follow its posted agenda. If a topic not on the agenda arises during a public meeting, the board may, at the discretion of its presiding officer, discuss the topic but may not take any final action on it during that meeting.

Agenda Development: The board chair, secretary, and director should develop board-meeting agendas collaboratively. Any board member may request that a topic be placed on an upcoming meeting agenda by contacting the board chair or secretary.

Public Hearings: A public hearing is an open meeting at which members of the public are given a reasonable opportunity to comment on the subject of the meeting. A public hearing may differ from the regular public comment period in both its expected focus and potential duration. In general, the board, through its elected leadership, may determine whether a board meeting will include a public hearing.

Emergency Meetings: If a board meeting must be called to address an emergency or urgent public necessity, rendering impractical the 24-hour notice otherwise required, the best practical notice must be given, including time, place, and topics to be considered at the meeting. An emergency meeting may not be held unless an attempt has been made to notify all board members and the majority of members approve the meeting.

Location of Meetings: Regularly scheduled meetings must be held at the location specified in the board's annual notice of meetings, unless a change of location has been specified in the public notice for an individual meeting.

Workshops, study sessions, and executive sessions held on the same day as a regularly scheduled open public meeting of the board must be held at the same location as that regular meeting, except as deemed necessary and permitted under Utah law.

Quorum Required for Action: A majority of the board, or four members (4/7), constitutes a quorum of the board. The presence of a quorum is required before the board may take any vote or action. A quorum is not required at informational meetings, study sessions, or executive sessions at which no action is taken. The board may not vote by secret ballot, except to elect board leadership.

Closed Meetings: The board may hold closed meetings upon a two-thirds (2/3) affirmative vote of the board members present at a meeting for which public notice was given, pursuant to Utah Code. The board may not approve any resolution, rule,

regulation, contract or appointment at a closed meeting, nor may the board interview an applicant to fill a vacant position on the board.

Recording and Minutes of Open Board Meetings: Both written minutes and a recording must be kept of every open board meeting, except site visits or traveling tours where no vote or action is taken by the board. At such site meetings or traveling tours, either a recording or written minutes must be kept.

The board considers its written minutes, once they have been approved by vote of the board, to be the official record of actions taken.

The recording and minutes of an open meeting at which a vote is taken to hold a closed meeting must contain the reason or reasons for holding a closed meeting and the votes, by name, of members present, either for or against the motion to hold such a meeting. The location of the closed meeting must also be recorded.

Recording of Closed Board Meetings: A recording must be kept of all closed board meetings, except when the discussions exclusively concern an individual's character, professional competence, physical or mental health; or the deployment of security personnel, devices, or systems.

Electronic Meetings: The board authorizes that an electronic board meeting may be held if requested by a member of the board at least three (3) days in advance, in accordance with state law, this policy, and its associated procedures.

If such a request is made, all board members must be notified 24 hours before the meeting that one or more board member(s) will participate by telephone or other telecommunications device, computer, or similar methods of remote communication. Members who participate in a board meeting through electronic means may be counted in the quorum. The primary or anchor location of the electronic meeting must be in the building where the board would normally meet if it were not holding an electronic meeting. The board must provide space and facilities at the anchor location so that interested persons and the public may attend and monitor open portions of the meeting.

All rules and regulations governing open meetings, notice, and other matters apply equally to board meetings held through electronic means.

Recording of Board Meetings by Members of the Public: Any person in attendance may record all or part of the proceedings in any open board meeting, provided such recording does not interfere with the conduct of the meeting.

Annual Training: The board chair must ensure that members of the board are provided annual training on provisions of the Utah Open and Public Meetings Act and this policy.

C. Administrative Procedures/Guidelines

Board Meeting Locations: If the board holds a workshop or executive session on the same day as a regularly scheduled board meeting, the workshop or executive session must be held at the same location as the regularly scheduled meeting, unless:

- a. The meeting includes a site visit or tour for which appropriate public notice has been given; or

- b. The workshop or executive session is an electronic meeting and the requirements for holding such a meeting have been satisfied.

Public Comment during Board Business Meetings: Time is dedicated for suggestions to the board for improving school services, including suggestions regarding school policy.

- a. Time may not be used to air complaints concerning bidding, contracts, employment or personnel issues, to criticize or defame school employees, or to make complaints for which other avenues for appeal exist.
- b. Time may not be used by employees to circumvent formal communication channels or established grievance procedures.
- c. The board need not allow repetition of the same issue.
- d. Sign-ups are on a first-come basis and may be made in person or personally over the telephone, until 12:00 p.m. on the day of the board business meeting.
- e. The request to speak time is not to exceed 15 minutes, with individual presentations limited to three minutes and group presentations limited to five minutes.
- f. All speakers will give an oral presentation and may provide printed material in support of their comments.
- g. The board may schedule other meetings to receive public input on specific issues.
- h. The following notice will be published for all board business meetings:

Note: Persons requesting to speak to the board in an open meeting need to notify the Director's Office by 12:00 p.m. on the day of the board meeting. Resolution of questions or responses to proposals should not be expected at this meeting; staff or others may be asked to research and/or prepare materials and solutions for a later time. Fifteen minutes total have been scheduled for persons requesting to speak. Three minutes will be allotted for individual requests and five minutes will be allotted for group requests. If we receive more requests than the allotted time permits, those requests may be scheduled for the next board business meeting. Your concerns may be submitted in writing to the Director's Office for distribution to the Bonneville Board of Directors at any time.

Notice Requirements for Board Meetings: Public notice of each open board meeting will be given by posting written notice on the school website, the Utah Public Notice website and in the administrative offices. The board will also endeavor to post notice of board meetings on the school's web site at least 24 hours in advance of the meeting, as well as to provide advance notice of board meetings to all media agencies which have requested such notice in writing within the prior 6 months.

In case of an emergency or urgent public necessity which renders it impractical to give the notice identified in the paragraphs above, the best notice practicable will be given. No such emergency meeting of the board will be held unless an attempt has been made to notify all of its members and a majority of the members vote in the affirmative to hold the meeting.

Where a meeting agenda must be included in the required public notice of a board meeting, that agenda will notify the public of the topics to be considered at the board meeting. To be sufficiently specific, the agenda will at least list each anticipated topic under an agenda item in a manner which identifies the subject of discussion, and if known, the nature of the board action being considered on the subject. The board may not consider a topic for action, in an open meeting which was not listed under an agenda item and included with the advanced public notice of the meeting. If an unlisted topic is raised during an open meeting, the board may discuss the topic but may not take any final action on that topic during the meeting.

Closed Meetings: Closed meetings may only be held for the following purposes:

- a. Discussion of the character, professional competence, or physical or mental health of an individual;
- b. Strategy sessions with respect to pending or imminent litigation;
- c. Strategy sessions with respect to the purchase, exchange, or lease of real property if public discussion may
- d. Disclose the appraised or estimated value of the property or tend to prevent the board from obtaining the best possible terms;
- e. Discussion regarding deployment of security personnel, devices, or systems; or
- f. Investigative proceedings regarding allegations of criminal misconduct.

Recordings and Minutes for Board Meetings: Written minutes and recording will include:

- a. The date, time and place of the meeting;
- b. The names of the members present and absent;
- c. The substance of all actions taken;
- d. The names of all citizens who appeared and a brief summary of their testimony; and
- e. Any other information that any member requests be entered in the recording and minutes. The recording will be a complete and unedited recording of all open portions of the meeting from the commencement of the meeting until the meeting's adjournment.

A recording will be kept of all closed meetings. Such recordings will include:

- a. The date, time and place of the meeting; and
- b. The names of members present except where such disclosure would compromise the confidential nature of the issues being discussed or otherwise infringe on the privacy rights of others present.

Recording of closed meetings will be complete and unedited recordings of all portions of the closed meeting except when a meeting or a portion of a meeting is closed for the

purpose of discussing the character, professional competence, or the health of an individual.

Closed meeting recordings are protected and are hereby designated as "Protected Records" under the Government Records Access Management Act.

Electronic Meetings

A board meeting may be held as an electronic meeting only upon request of a member of the board. This request must be made at least 3 days prior to the time that the board meeting is scheduled, so that the necessary arrangements can be made for the electronic meeting.

After an electronic meeting has been scheduled, and at least 24 hours before the meeting, the members of the board will be notified of the electronic meeting and informed how members of the board will be connected to the meeting. The primary location for the electronic meeting will be in the building where the board meeting would have been held if it were not held electronically.

Space and facilities will be provided at the primary location of an electronic meeting of the board to permit members of the public to attend and monitor the electronic meeting except those portions of such a meeting which have been properly closed to the public by the board. If the board meeting is one at which comments from the public will be accepted, then the space and facilities will also permit members of the public to participate in the electronic meeting.

Monitoring of an electronic meeting will mean the public is able to hear and/or see, live, all statements made by each board member in the meeting by speaker, complete screen or other medium. Participating in an electronic meeting will mean to be able to communicate with all board members in the meeting, such that each board member can hear or see the communication.

Members of the public are not entitled to monitor or attend electronic meetings except through the space and facilities provided at the primary location. Members of the public cannot request an electronic meeting and do not have the right to be remotely connected to a board meeting except as set forth in this section.

Presentation of Information: The Bonneville Board of Directors strives to create policies and decisions that best meet the needs of the students it serves. The board relies on clear, high-quality information from school staff and others in order to achieve this goal. The board also wishes to conduct its meetings in a time-efficient manner, and to accomplish the greatest amount of work possible during each meeting.

For these reasons, the Bonneville Academy Board of Directors has issued the following guidelines for information presented to the board at its meetings:

- Any written information (including PowerPoint slide shows) that will be presented to the board meeting should be submitted to the Director's Office at least two days prior to the board meeting. The information will be reproduced and included in materials sent to board members. When possible, the electronic

PowerPoint file should be submitted as well, so it may be e-mailed to board members. Presenters may amend or update information between the time of information submission and the actual date of presentation.

- All information should be concise, meaningful, and clear as possible. By submitting information to the board before the meeting, presenters are encouraged to focus on the most important aspects of their report, referring to other materials previously sent to the board as needed.
- When numerical data is presented, care should be taken to follow accepted rules of statistical rigor. For example, trends over time should be shown, and the sample size made evident.

The Bonneville Academy Board of Directors would like individuals, providing information at its meetings, to address the following questions over the course of their presentation:

- Why is this information important to students at the school?
- Who else in the school is receiving or has received this information and in what context? How will such communication help students?
- What changes in school policies or procedures would you suggest, based on your knowledge of the topic under discussion?
- How does this information fit into the overall priorities and mission of Bonneville Academy?

The Bonneville Academy community has a right to expect their Board of Directors to make decisions based on careful consideration of accurate information. By issuing these guidelines, the board intends to insure the information it receives will be carefully considered and discussed in the meeting at which it is presented. These are guidelines, not absolute rules. The board realizes that in unusual circumstances information may have to be amended or modified, prior to the presentation, especially during any State Legislative Session.

Approved: October 13, 2016

Bonneville Academy Board Member Commitment

I _____ agree to serve as a member of the board of directors of Bonneville Academy. I understand that my term of office ends

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As a member of the Board of Directors, I agree to:

- Abide by the Bylaws and Charter Agreement
- Abide by the Statement of Ethics for the Bonneville Academy Board of Directors
- Attend all meetings of the Board, including special meetings, unless excused
- Participate in at least one (1) board committee
- Ensure that conflicts of interest do not interfere with objectivity or board obligations
- Participate in short and long range planning activities
- Ensure effective fiscal controls and accountability
- Approve the annual budget
- Attend at least three (3) trainings annually

I agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Directors of Bonneville Academy, I will give appropriate notice of resignation to the Board Chair.

Name

Signature

Date