

PSCS Board Meeting Policy (approved 5/27/14, revised 9/16/19)

Pioneer Springs Community School Board of Trustees meetings shall comply with the NC Open Meetings Law and Roberts Rules of Order. All members of the public are welcome to all Board meetings.

Each Board meeting shall provide a forum to discuss and approve directives and reports necessary to meet the responsibilities and objectives of the Board of Trustees as outlined in the Board's Annual Strategic Goal Plan. All decisions should be results-based and in alignment with the school's mission, charter, and annual strategic goals.

In addition to the Annual Strategic Goal Plan, an Annual Strategic Calendar shall be developed to outline an overview of reports due for each meeting. This calendar shall provide targeted dates for annual updates by committees, task forces, and the administrative team. Items to be considered for inclusion on the Strategic Calendar:

- Academic Progress
- Progress on new initiatives or programs (implementation and effectiveness)
- BOG and EOG Reports
- Lottery Plans and Outcome
- Strategic Planning and Plan Updates
- Budget Draft and Budget Approval
- Board Evaluation
- Director Evaluation
- Policy Review

The Board meeting agenda is developed by the Board Chairperson with input from administrative staff and Board members. All Board committees and task forces should provide agenda items for regular updates to keep all Board members informed on ongoing progress towards the annual strategic goals. Agenda items shall include:

- Scheduled reports as outlined on the Annual Strategic Calendar
- Approval of prior month's minutes
- Approval of prior month's financial statements (balance sheet and profit/loss statement), and discussion of budget overage/underage discrepancies
- Committee updates from Academic Excellence, Finance, Governance, and active task forces
- The monthly agenda shall also include Directors Report to include operational updates and progress on strategic goals

Prior to each Board meeting, the agenda and previous month's minutes shall be sent to Board members by email. Pertinent reports and documents to be discussed or approved at the Board meetings shall be provided prior to the Board meetings whenever possible, ideally within one week prior to Board meeting accompanied with the meeting agenda. Board members are requested to review all of the materials sent in advance and to fully participate in meeting discussions. The Board meetings shall operate according to the advance agenda. Only agenda items will be acted upon or discussed.

Members of the public are welcome to speak to the Board during the scheduled public comment periods at every regular Board meeting. Members of the public should not speak at the Board of Trustees meeting until called upon during the public comment agenda item. Matters that are personal in nature or relate to personnel matters will not be heard publicly. Abusive or redundant comments shall not be tolerated. When recognized for public comment, comments are restricted to no more than three minutes. Items or questions presented as public comment will not be discussed by the Board. If appropriate, a Board member may respond or answer a question raised; but, as a rule, there will be no action or discussion of public comment items.

The public comment portion of the agenda is not intended for use by employees or students. Employee or student presentations to the Board shall be added as agenda items in advance.

The Board strives to resolve concerns and complaints whenever possible through PSCS Board policies. The policy to resolve grievances shall be followed as established in the PSCS Grievance Policy. The Board encourages resolutions of complaints through informal means whenever possible. Any parent or student who has questions about the options for proceeding with a complaint or concern may contact the Operations Director for further information and copies of all applicable Board policies.