



Clover Garden School, Inc.

Board Meeting Structure

The following is a high-level outline of how the board meeting is structured and what occurs during a board meeting.

Clover Garden follows Roberts Rules for public forum principles.

Meeting Structure:

-Meeting is called to order by the Chairman of the Board or designated officer.

-An agenda is determined and defined prior to the meeting, the following items are the structured agenda CGS BOC follows:

1. Welcome, Role, Mission, Review agenda and approve and approve minutes from the previous meeting.
2. Public comment – Individuals are allowed to sign up for public comment to present information and concerns to the board. Each person will have three minutes to present and the Board of Directors cannot comment or respond to the individual. Information is reviewed and typically a written response or phone call is made within a few days of the meeting.
3. Finances – Budget and project costs are reviewed and approved
4. Academics – Director and Principal's reports. Review current activities and concerns occurring at the school.
5. Old Business – Updates of open items and previous projects in progress
6. Governance – Review policies, procedures and determine guidance for staff or BOD members.
7. New Business – New items that needs to be reviewed, communicated or approved for implementation at the school.
8. Closed Session – Board of Directors and Administration Staff only to review personnel, sensitive and legal items the BOD needs to review.
9. Adjournment – Close meeting and final votes

-The board meetings are public and we encourage staff, parents, students and community members to attend and here what great things are going on at CGS.

-Meeting rules:

-Outside of public comment attendees cannot ask questions or comment once the meeting has started

-Attendees cannot be disruptive to the meeting process or will be asked to leave

-Cell phones are to be placed on mute and calls are to be taken outside of the meeting

-Please be respectful to fellow attendees and the Board by keeping side conversations to a minimum or outside of the meeting room