

The Center for Creativity, Innovation and Discovery Board Meeting Agenda

Thursday, 09-27-18, CCID Bistro, 6:00pm-8:00pm

The Center for Creativity, Innovation and Discovery is a student-centered, K-8 charter school that provides a challenging, place-based, integrative STEM-centered curriculum. CCID uses research-supported instructional strategies, a positive learning environment and collaborative student-community partnerships to foster a passion and curiosity for the STEM disciplines.

The purpose of the Board of Trustees, on behalf of the citizens of Utah, is to see to it that The Center for Creativity, Innovation and Discovery (1) achieves what it should according to the CCID Charter and State Law and (2) avoids unacceptable actions and situations.

(all times listed are approximate and the board reserves the right to vote on any item on the agenda)

Item	Action	Who	Time
Welcome and Roll Call	No	Ms. Shunn-Mitchell, Chair	2 mins
Review of Minutes Board Minutes 8-7-18 Board Minutes 8-21-18	Yes	Ms. Gifford, Board Secretary	2 mins
Public Comment (Is limited to 10 minutes total, 2 minutes per speaker)	No	Open	10 mins
Reports - Financial Report - CCID PTO Report Executive Director Report	No No No	Red Apple Laura Kohler, PTO Ms. Laura Banda	10 mins 5 mins 20 mins
Board Business - Discussion of Organizational Structure of Governing Body - Review of Edited Bylaws Review of Conflict of Interest Form/Policy - Review of Board Job Description - CCID Board Meeting Schedule - Identify Board positions - Revise Board committees - Revise Board recruitment process	Yes Yes No Yes Yes Yes Yes Yes	Ms. Shunn-Mitchell, Chair	60 mins
Consent Agenda CCID Early Literacy Plan R277-108 Annual Assurance of Compliance	Yes Yes	Ms. Laura Banda, Executive Director	2 mins
Closed Session - A motion to enter a closed session in accordance with Utah Code 52-4-205 for the purpose of discussion of litigation matters, acquisition of real property or authorized personnel issues. - Action, if any, from closed session	Yes Yes	Ms. Shunn-Mitchell, Chair	
Adjourn			

**The Center for Creativity, Innovation and Discovery Board Meeting
Public Comment and Pattern of Formality Guidelines**

Public Comment

1. The general public may attend meetings of the Board, unless a meeting is closed in accordance with Section 52-4-204
2. The general public may speak to the Board regarding any issue when acknowledged and recognized by the Board Chair during scheduled public comment.
 - a. The chair may give priority to an individual or group who submits a written request to address the Board prior to the meeting, including a brief description of the issue to be addressed.
 - b. The Board may not take action during the public comment portion of a meeting.
 - c. A Board member may request that an item raised during public comment be placed on a future agenda for possible action in accordance with Board bylaws.
 - d.
 - i. The Chair may limit the time available for individual comments.
 - ii. The Chair may request groups to designate a spokesperson.
 1. The spokesperson and group comments shall be limited to two minutes each
 - iii. The Board shall include in its meeting agenda the amount of time set aside for public comment and the restrictions on individual speakers or groups spokespersons
 1. Time set aside for public comment is 10 minutes
3.
 - a. A member of the general public may speak to items on the agenda:
 - i. During the time designated for public comment; or
 - ii. At the discretion of and as invited by the Chair, when the item is properly before the Board or a committee.
 - b. The Chair may request that public comment be provided in writing.
4. All presentations to the Board or one of its committees shall exemplify courteous behavior and appropriate language.
5. The Chair may invite additional comment to the Board or a committee in the Chair's discretion.
6. In accordance with Subsection 53-4-202(6)(b), at the discretion of the Chair, the Board may discuss a topic raised by the public in an open meeting even if the item was not included in the public meeting notice
7. At the discretion of the Chair, a member of the public may request to comment in the committee in the committee meeting by raise of hand.

CCID Board Members Order of Debate

1. The item will be introduced by the sponsor if the sponsor is not present then the Board Chair will assign someone to do the introduction.
2. Board Members debate the item (unless no one wished to debate it). Each member is allowed two separate opportunities to speak on the item.
3. The Chair will then open the item up for Public Comment following the directions in public comment sections 2 and 3.
4. The item will then be opened up to the Board for additional debate if necessary.
5. A member makes a motion by saying, "I move that..." if it is long; it should be prepared in writing and given to the Board Chair or Secretary. If no motion is made then the item dies, and no further debate will occur.
6. Another board member may amend the motion. If the motion is amended the Board Chair asks is there any objection to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. If even one member objects, however the amendment is subject to debate and vote like any other motion.
7. If the motion is amended the Board Chair may open it up to further board comment if necessary.
8. The Board Chair will then call the question and take a vote on the item.
9. The Board Chair announces the vote.

Pattern of Formality

1. The Board Chair should be addressed as Mister or Madam Chair as appropriate.
2. Wait to be acknowledged verbally or with a nod before speaking by the Board Chair.
3. Speak only to the Board Chair or through him/her.
4. Avoid personalizing any issue; speak to the subject, not the person you disagree with. An example of this would be if you believe something said to be untrue, you would say, I believe the member is mistaken instead of saying something was a lie.
5. If anyone breeches Robert's Rules or for example speaks out of turn, it is called a "point of order" and will be corrected by the Board Chair or any other board member that catches it. One would say, "Point of Order" The Board Chair would acknowledge the person and they would say what breach occurred. The Board Chair would then say, "the point of order is well taken" or if unfounded, "the point of order is not well taken".

Questions Board Members Consider When Making Decisions

1. How will the decision affect the school?
2. How does this decision relate to our mission statement and philosophy?
3. What's the potential for legal problems if I vote yes? What if I vote no?
4. Does this decision affect:
 1. The students and families we serve? How?
 2. CCID's staff? How?
 3. The community? How?
 4. The Board of Trustees itself? How?

Is the impact on any of these groups negative? If it is, will the decision benefit significantly more people than it will harm?

1. Have we voted on this matter before? If yes, why are we considering it again? How have the conditions changes?
2. Do I have all the information I need to make a sound decision? What questions should I ask before making this decision?
3. If someone asked me to justify why I made this decision, can I explain my decision?