1.0 Board Meeting Purposes

Board meetings shall be conducted per the bylaws.

1.1 Regular Board Meetings

The purposes of regular board meetings are to:

- Provide overall guidance and governance for the operations of the School
- Perform all Board requirements defined in the Bylaws and Policies required for proper governance and documented in the Board Meeting calendar
- Approve the previous board meeting’s minutes
- Review the school’s monthly financial report (normally five minutes)
- Review the president’s monthly report (normally five minutes)
- Ensure existing governance policies are relevant and updated as required
- Introduce new policies as needs arise and to vote for ratification
- Review and update the strategic action plan, goals and milestones
  Note: Committee assignments, key milestones reviewed and timelines set no-later-than April, these will then be included in the Annual Board Governance Handbook
- Conduct board training
- Approve contracts outside the normal operations of the Corporation
- Approve budgets
- Address agenda items as required

1.2 Special Board Meetings

Special board meetings can be called by the Board Chair or by three members of the board to address time-sensitive concerns requiring action prior to a regular monthly board meeting.

2.0 Board Meeting Details

2.1 Normal Business

Proposals, contracts, petitions, policies, and other items that require a vote or action of the board shall be distributed to the board as agenda items a minimum of three calendar days before scheduled board meetings. Agenda items shall be written such that each board member will understand the issue, have access to background information and data, and the specific action that is requested, i.e., vote or discussion. Unexpected time
sensitive actions may be added to a regular monthly meeting by the executive committee within the three-day window and shall be communicated immediately to the board.

2.2 Public Attendance

SMHS Regular Board Meetings are open to the SMHS community; parents, staff and faculty are encouraged to observe. As observers, visitors shall not be invited to participate in procedural actions. When visitors are present, the Board Chair shall reserve five minutes at the end of the normal proceedings for observer comments.

If a member of the SMHS staff or faculty wishes to include an item for consideration, they shall submit a request via the school’s president who will follow the bylaws for adding agenda items to formal meetings. No matter shall be considered by the board unless it has been placed on the agenda or unless it has been determined to be a necessary addition to the agenda by the chair with the concurrence of a majority of the directors present for the meeting. Normally, five minutes will be allotted for staff or faculty agenda items.

2.3 Executive Session

For sensitive personnel or financial concerns, the Board Chair can call for an executive session. Executive sessions are not open to the public. Board members and the school’s President can request that the board meet in an executive session.

3.0 Policy Scope

This meeting policy applies to regular and special board meetings.

4.0 Policy Changes

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Summary of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td></td>
<td>Initial policy adoption</td>
</tr>
<tr>
<td>Version 1</td>
<td>Nov 2021</td>
<td>Administrative changes; Added reference to Board calendar</td>
</tr>
</tbody>
</table>