

BOARD MEETING AGENDA

The tentative agenda for each board meeting shall state the topics for discussion and action at the board meeting. The agenda is part of the public notice of the board meeting and will be posted and distributed.

Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause.

The tentative agenda and supporting documents shall be sent to the board members three days prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the central administration office or view them on the district website or electronic board work area.

The board shall take action only on the items listed on the tentative agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting shall state the reason justifying the immediate action.

It shall be the responsibility of the board president, board vice-president and superintendent to develop the agenda for each board meeting.

In absence of either the board president or board vice-president, the board president shall appoint another member of the board to assume responsibility for assisting in development of the board agenda.

Legal Reference: Iowa Code §§ 21; 279.8 (2013).  
1980 Op. Att'y Gen. 269.

Cross Reference: 211 Board of Directors' Meetings  
212 Open Meetings  
214.2 Order of the Regular Board of Directors' Meeting  
215 Public Participation in Board Meetings  
218 Board of Directors' Records  
402.5 Public Complaints About Employees  
502.6 Student Complaints and Grievances

Approved 8/13/2001

Reviewed 7/14/14

Revised \_\_\_\_\_

