

Adopted: 05.01.17

Revised: _____

203.2 School Board Meeting Agenda

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the Board Chair, Governance Committee, and Director to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the Chair in a timely manner. The chair and Director shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members a minimum of three days prior to the scheduled school board meeting. Whenever possible a full week ahead of the meeting is preferred.
- D. Items may only be added to the agenda by a motion adopted at the meeting.
- E. At least one copy of any printed materials shall be available in the meeting room for inspection by the public while the school board considers the subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.