

BOARD OF DIRECTORS

Series 200

POLICY TITLE BOARD MEETING AGENDA

No. 210.8

The superintendent shall prepare all agendas for school board meetings. In so doing, the superintendent shall consult with the board president and appropriate members of the administrative staff.

The tentative agenda for each board meeting will 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, which is done at least five (5) calendar days before the scheduled board meeting. 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. Submission of a request is not a guarantee that an item will be placed on the next regular meeting agenda. Placement of an item on the regular meeting agenda will typically be determined by the superintendent and/or the board president, or may be determined by a majority of the members of the board. To ensure the rights of all members of the public to speak to the board, a Public Comments agenda item will be included during each regularly scheduled board meeting. The procedures for this item are outlined in Policy 213.

The tentative agenda and supporting documents will be sent to the board members three (3) calendar days prior to the scheduled board meeting. Persons wishing to view the tentative agenda and supporting documents may do so at the central administration office.

It is the goal that the school board will take action only on the items listed on the tentative agenda posted with the public notice. Action and other items may be added to the agenda with advisement with the board president.

It is the responsibility of the board president and superintendent to develop the agenda for each board meeting.

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

Cross Reference: 210 Board of Directors' Meetings

- 211 Open Meetings
- 213 Public Participation in Board Meetings
- 215 Board of Directors' Records
- 402.5 Public Complaints About Employees
- 502.4 Student Complaints and Grievances

Date Approved: August 26, 1996
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