

Exhibit-HTML 210.08-EH(2): Board Meeting Agenda - Example (with closed session) **Status:** ADOPTED

Original Adopted Date: 12/11/2023 | **Last Reviewed Date:** | **Last Revised Date:**

Highland Community School Board of Education
Agenda
Board Meeting, Time, Date
Regular (Special) Board Meeting, Location:

- A. Roll Call
- B. Approval of Agenda
- C. Consent Agenda
- D. Receive Visitors
- E. Discussion/Action items
- F. Personnel – Resignations, appointments, modifications
- G. Report of Board and Administration
- H. Closed Session (motion and vote to enter, no action taken)
- I. Board decision to leave closed session
- J. Board Action (if needed) on topic Discussed in Closed Session
- K. Adjournment...

NOTE: *There are no legal requirements for the organization of board agendas other than those stated in the policy. The contents of this exhibit are suggestions and may be amended, altered or deleted. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 26 #2 – January 11, 2018.*

NOTE: *Please see IASB Sample Policy 213 – Public Participation in Board Meetings and IASB's Better Board Meetings Toolbox. Districts may also have additional policies and procedures regarding public forum time or topic restrictions. If a public forum is allowed, this agenda template provides that any restrictions should be referenced and/or announced at the meeting.*

NOTE: *Action items should have, at a minimum, a motion and board vote and may include, but are not limited to, agenda approval, consent agenda approval, resolutions and other approvals, policy review readings, entering closed session, re-entering open session, and adjournment. Please review any relevant district policies and procedures regarding actions taken by the board.*

NOTE: Instances where closed session is legally allowed are very rare and legal authority and reasoning for holding a closed session should be clearly stated on the agenda. Please see IASB's Open Meetings & Public Records Toolbox for additional guidance and IASB Sample Policy 212 – Closed Sessions.

I.C. Iowa Code

Iowa Code § 21

Description

Open Meetings

Iowa Code § 279.8

Directors - General Rules - Bonds of Employees

Cross References**Code**

210.05

Description[Meeting Notice](#)

210.07

[Rules of Order](#)

210.07-R(1)

[Rules of Order - Regulation](#)

211

[Open Meetings](#)

213

[Public Participation in Board Meetings](#)

213.01

[Public Complaints](#)

215

[Board of Directors' Records](#)

215-EH(1)

[Board of Directors' Records - Board Meeting Minutes](#)

401.04

[Employee Complaints](#)

502.04

[Student Complaints and Grievances](#)