

Policy 210.08: Board Meeting Agenda**Status:** ADOPTED**Original Adopted Date:** 1/8/1968 | **Last Reviewed Date:** 12/11/2023 | **Last Revised Date:** 2/14/2022

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. 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 will be sent to the board members three (3) 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.

The board will 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 will state the reason justifying the immediate action.

It is the responsibility of the board president and superintendent to develop the agenda for each board meeting. Any board member may place an item on the next regular agenda with the consent of a majority of the board. Board members wishing to do so should provide notice to the superintendent and board president seven (7) days prior to the scheduled meeting.

NOTE: *There is no legal requirement for the method used in developing the board agenda. This policy states the common procedure for drafting the board agenda. If a board uses another procedure, it should be reflected in this policy.*

Legal Reference: Iowa Code §§ 21; 279.8.

I.C. Iowa Code

Iowa Code § 21

Description

Open Meetings

Iowa Code § 279.8

Directors - General Rules - Bonds of Employees

Cross References**Code****Description**

210.05	<u>Meeting Notice</u>
210.07	<u>Rules of Order</u>
210.07-R(1)	<u>Rules of Order - Regulation</u>
211	<u>Open Meetings</u>
213	<u>Public Participation in Board Meetings</u>
213.01	<u>Public Complaints</u>
215	<u>Board of Directors' Records</u>
215-EH(1)	<u>Board of Directors' Records - Board Meeting Minutes</u>
401.04	<u>Employee Complaints</u>
502.04	<u>Student Complaints and Grievances</u>