

BOARD MEETING AGENDA

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. Anyone wishing to speak to the Board of Education and is not on the agenda, should contact the Board Secretary not later than 30 minutes prior to the meeting. Citizens with questions about the operation of the schools are encouraged to first contact the teacher or staff member closest to the situation. The next step is to communicate with the building administrator. Then, if it is necessary, concerns can be brought to the attention of the superintendent. At this point, the school board may address unresolved concerns. Official action can be taken only in open session. However, with appropriate public notice, closed (or executive) sessions may be conducted to allow the board to consider matters listed in Iowa law. Confidential or personnel matters, negotiations strategy, current or imminent lawsuits and some real estate purchases are among the items which may be discussed in closed session.

The tentative agenda and supporting documents will 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.

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.

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.

BOARD MEETING AGENDA

Legal Reference: Iowa Code §§ 21; 279.8 (2007). 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

Approved: January 8, 1973

Reviewed: August 1, 1977; December 8, 1986; January 10, 1994; August 14, 1995; July 14, 2003

Revised: October 19, 1998; September 9, 2002; September 18, 2006; March 9, 2009; February 10, 2014