

Series 200 – Board of Directors

Policy Title: **Board Meeting Agenda**

Policy Code No. 210.8

The tentative agenda for each regularly scheduled 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.

The Superintendent of Schools, in cooperation with the Board president, shall submit to the Board for its consideration, at least two days before a regular meeting, an agenda which shall set forth the order of business for that 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.

Supporting data for the suggested items of business together with recommendations of the Superintendent or recommendations from staff members designated by the Superintendent may accompany the agenda.

Individuals or groups who wish to place an item on the agenda should do so by writing the Superintendent. Requests must be sent to the Office of the Superintendent at least six days prior to the 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.

Date of Adoption	08/14/1989
Review Date	06/24/2019
Revision Date	06/24/2019

Legal Ref.: Iowa Code §§ 21; 279.8.
1980 Op. Att'y Gen. 269.

Cross Ref.: 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