

## BOARD MEETING AGENDA

The tentative agenda for each board meeting shall 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 shall be sent to the board members sufficiently in advance of the meeting to allow adequate time for study and review. 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 shall 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.

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

Legal Reference: Iowa Code §§ 21; 279.8 (1995).  
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: Feb. 11, 1985  
Reviewed: Aug. 24, 2005  
Revised: \_\_\_\_\_