

## **BOARD OF EDUCATION - Series 200**

### **208 Meetings of the Board**

#### **208.10 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 on the agenda for good cause.

The tentative agenda and supporting documents shall be sent to the board members at least twenty-four hours 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 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. If an added item is acted upon, the minutes of the board meeting shall state the reason justifying the immediate action.

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

Adoption Date: December 14, 1999

Review Date: June 12, 2008  
January 10, 2011

Revision Date:

Legal Reference: Iowa Code Section 21; 279.8 (1995).  
1980 Op. Att'y Gen. 269.

Cross Reference: 208 Meetings of the Board  
208.1 Open Meetings  
208.12 Citizen Participation in Board Meetings  
208.11 Board of Directors' Records