

SCHOOL BOARD MEETING PROCEDURES

The Superintendent of Schools is both Executive Officer and Secretary of the Board. As Executive Officer, he prepares, and gets into the hands of the Board Members a carefully organized Agenda and Minutes of the previous meeting in timely manner. Copies of committee reports and reference items needed for clarification or examination shall be in readiness prior to the scheduled meeting. Items of business may be suggested by Board members, Superintendent, employees, or patrons of the school district. Additional agenda items shall include an item description and related information for documentation as may be necessary for the Board to give adequate consideration to the Agenda Item. Business items shall be submitted to the Superintendent of Schools at least by Wednesday of the week preceding the meeting in order to ensure inclusion on the written Agenda.

A majority of the members constitutes a quorum required for transaction of official business. In conducting its business, the Board shall observe Robert's Rules of Order, Revised, except that the President may discuss and have a vote on all matters before the Board. All votes on motions and resolutions shall be by "yeas" and "nays", and the vote shall be recorded. The general order of business for a regular meeting of the Board shall be:

- 1) Call to Order
- 2) Prayer
- 3) Pledge of Allegiance
- 4) Introductions
- 5) Approval of Agenda
- 6) Presentations
- 7) Public Comments
- 8) Consent Items
- 9) Approval of Minutes
- 10) Financial Matters
- 11) Travel Request
- 12) School Improvement
- 13) Personnel
- 14) Unfinished Business
- 15) New Business
- 16) Future Agenda Items
- 17) Mission Statements/Accomplishments
- 18) Adjournment

This order may be changed by the President or by the Superintendent with the consent of the Board in order to facilitate the work of the Board.

Source: Board of Education Minutes

Date: August 20, 1979 - October 9, 2000 – December 19, 2005