

**SCHOOL BOARD**  
**BOARD OPERATION**

**I. AGENDA**

- A. The superintendent will prepare a meeting agenda in cooperation with the chair.
- B. Adequate explanatory materials will accompany the agenda.
- C. The agenda will be delivered electronically to school board members no less than three (3) days before the meeting date.
- D. The order of business shall be as follows:
  - 1. Call to order
  - 2. Public comments
  - 3. Approve agenda
  - 4. Approve consent agenda
  - 5. Presentations
  - 6. Finance & Enrollment
  - 7. Action items
  - 8. Reports/Non-Action items
  - 9. Committee Reports
  - 10. Correspondence
  - 11. Other
- E. Individuals wishing to put items on the agenda may do so by contacting the superintendent or board chair one week prior to the meeting. Items must be approved by the Superintendent or Board Chair to be on the agenda as they relate to data privacy, state and federal statutes, and local policies. Emergency items may be added the day of the meeting at the discretion of the board.

**II. ROBERTS RULES OF ORDER**

- A. The school board meeting should be held in conformance with both legal and ethical requirements. Unless state law provides a particular procedure, Roberts Rules of Order should be used or the school board may adopt its own rules for the conducting of the meeting.

**III. PUBLIC COMMENTS**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. Persons wishing to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain

by notifying the Central Office at least 24 hours prior to the meeting in which they wish to speak.

- C. The school board retains the discretion to limit discussion of any topic to a reasonable period of time and number of speakers as determined by the school board. The school board reserves the right to impose such limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.
- D. Comments which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with the law.

#### **IV. PUBLICATION OF MINUTES**

- A. Should be taken by the school board clerk to the board.
- B. Should be prepared by the clerk with the assistance of the Superintendent of Schools.
- C. Should be available for the press to give information for the news story on the board meeting.
- D. Shall be printed in the official newspaper of the school board within thirty (30) days of the school board meeting. It is not required that the proceedings be approved before they are published. However, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved. Fees for publishing legal notices are described by statute.
- E. Should be sufficiently adequate to fully interpret the actions of the school board to the public.
- F. Should be kept in the school board meeting minute book in the Office of the Superintendent so that they are available to the public.
- G. Should show the names of the maker and second of all motions and resolutions, and the roll call vote of each member if a roll call vote is not unanimous.
- H. Should be of such content so that the courts of the state will rely on the minutes as correctly speaking for the school board of the district in case of litigation.