

## BOARD MEETING AGENDAS

AGENDA FORMAT: The order of business at a regular board meeting shall be as follows:

- I. Call to Order
  - A. Pledge of Allegiance
  - B. Moment of Silence
- II. Presentations to the Board
- III. Open Forum
- III. Agenda
  - A. Additions/Changes
  - B. Approval
- IV. Consent Agenda
  - A. Minutes
  - B. Payment of Bills
  - C. Financial Report
- V. Discussion
- VI. Old Business
- VII. New Business
- VIII. Reports from Department Heads
- IX. Executive Session
- X. Adjournment

AGENDA PREPARATION AND DISSEMINATION: The agenda for all meetings of the Board will be prepared by the Superintendent in consultation with the Board President.

Items of business may be suggested by any Board member, staff member, or citizen of the district. The Superintendent will do his or her best to honor these requests, unless the appropriate chain of command has not been followed on a conflict, complaint, or grievance. The Superintendent and Board President will decide what is included on the agenda.

The Board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

A draft agenda will be distributed to Board members at least 7 calendar days prior to the Board meeting.

The final agenda, together with supporting materials, will be distributed to Board members at least 96 hours prior to the Board meeting to permit them time to give items of business careful consideration. The agenda will also be made available for public inspection in the business office 24 hours in advance of the meeting upon request.

AGENDA RELATED SUPPLEMENTAL INFORMATION: The Board is committed to making informed decisions on behalf of the citizens and to conducting school district business in a transparent and responsible manner.

To ensure the board has the information necessary to make informed decisions, the Superintendent may prepare and disseminate information to supplement items on the Board's meeting agenda. All members of the school board will receive the agenda and any related supplemental information in advance of the board meeting and with ample time to review the material.

To ensure the public has access to information that the board may use to make decisions, agenda-related supplemental information provided to all board members in advance of the meeting will be made available for public inspection in the business office at least 24 hours in advance of the meeting and during the school board meeting. However, any information protected from disclosure by state or federal law shall not be disclosed to the public.

OPEN FORUM: Open Forum will be used as a way for citizens of the school district and district staff to voice suggestions or concerns. . Guidelines for the speakers and the Board will be disseminated by the Board Chair. The guidelines will include, but not be limited to: time limits for the speakers, time limits for the Open Forum session, restricted topics including personnel issues and formal complaints, and other guidelines necessary to keep the process civil and constructive. Items will be referred to the appropriate department head and will be handled in a timely manner

Legal References: SDCL 1-25-1; 1-27-1.16  
Title 20 US Code 1232g (FERPA)

Cross References: BD – School Board Meetings; BDC – Executive Sessions; BDDA – Notification of School Board Meetings; BDDH – Public Participation at Board Meetings

Adopted: August 1994  
Revised: August 8, 2011  
July 9, 2012  
April 18, 2016