

**Policy 210.08: Agenda Board Meetings**

**Status: ADOPTED**

**Original Adopted Date:** 07/01/1989 | **Last Revised Date:** 05/01/2021 | **Last Reviewed Date:** 05/01/2021

The tentative agenda for each board meeting will 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.

Individuals or groups who wish to place an item on the agenda should do so by contacting the Superintendent. Requests should include name, address, phone number, organization represented, purpose of presentation, 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. To be included on the regular meeting agenda, requests must be received by the Superintendent not later than six calendar days prior to the meeting. Requests received after the deadline may only be added to the agenda for good cause.

The board will take action only on the items listed on the tentative agenda posted with the public notice. Items added to the agenda for good cause, may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting will state the reason justifying the immediate action.

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

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