

## 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 do so in writing on a form provided by the district. Adding such requests will be at the discretion of the superintendent after consultation with the board president.

The tentative agenda and supporting documents shall be sent to the board members 3 days 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 principal office of the district.

The board shall take action only on the items listed on the tentative agenda made available at the time of 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. Only items of an emergency nature may be added to the agenda later than twenty-four hours before the scheduled meeting.

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

A consent agenda may be presented by the president and used by the board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A board member may ask that any item be removed from the consent agenda. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the board.

The order of business shall be as follows unless changed by vote of the board members present:

- A. Opening Procedures
- B. Approval of Agenda
- C. Correspondence
- D. Reports
- E. Discussion Items
- F. Patron Participation
- G. Action Items
- H. Adjournment

Legal Reference: Neb. Statute 84-712  
84-1408 to 1414

Cross Reference: 203 Organization of the School Board  
403.05 Public Complaints about Employees  
503 Student Rights and Responsibilities  
1003 Public Examination of District Records

Approved 09/13/10

Reviewed 12/11/17

Revised 12/11/17