

The district administrator shall prepare all agendas for meetings of the Board of Education. In doing so, the district administrator shall consult with the Board of Education president and appropriate members of the administrative staff. Final approval of the proposed agenda will be the responsibility of the Board of Education president.

Items of business may be suggested by any Board of Education member, staff member, student or citizen of the district. The inclusion of items suggested by staff members, students or citizens shall be at the discretion of the district administrator or Board of Education president. The regular meeting agenda, however, shall always allow suitable time for the remarks of the public who may wish to speak briefly before the Board of Education.

The Board of Education shall follow the order of business set up by the agenda unless the order is altered by a majority vote or consent of the members present. Items of business not on the agenda may not be discussed.

A consent grouping on the agenda may be used for those items which usually do not require discussion or explanation as to the reason for Board of Education action. All items on the consent agenda will be acted upon under a single motion. Any item may be removed from the consent agenda prior to the motion and second to approve. All items removed from the consent agenda will be considered separately.

The agenda, together with supporting materials, shall be distributed to Board of Education members sufficiently prior to the Board of Education meeting, if at all possible, to permit them to give items of business careful consideration. The agenda shall also be made available to the press, representatives of the community, staff, student organizations and others upon request.

Initial Adoption: 10/10/05

Final Adoption: 12/12/05