

## **MATH AND SCIENCE ACADEMY**

Adopted: April 1, 2003

Revised: April 14, 2009

Revised: March 3, 2011

Revised: June 5, 2022

### **203.5 BOARD OF DIRECTORS MEETING AGENDA**

#### **I. PURPOSE**

The purpose of this policy is to provide procedures for the preparation of the Board of Directors (BOD) meeting agenda to ensure that the BOD can accomplish its business as efficiently and expeditiously as possible.

#### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the BOD that BOD meetings shall be conducted in a manner to allow the BOD to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

#### **III. PROCEDURES**

- A. While all BOD members may provide input, it shall be the responsibility of the BOD chair and Executive Director to develop, prepare and arrange the order of items for the tentative BOD meeting agenda for each BOD meeting.
- B. Persons wishing to place an item on the agenda must make a request to the BOD chair or Executive Director in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and Executive Director shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the BOD members two days prior to the scheduled BOD meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the BOD meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and:
  - 1. distributed at the meeting to all members of the governing body;
  - 2. distributed before the meeting to all members; or
  - 3. available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject

matter.

- F. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.