

Agenda Preparation and Dissemination

The Superintendent shall be responsible for preparing the agenda. He/she may consult with the administrative staff members as he/she prepares the items to be considered at the next meeting, a financial report and an itemized statement of all bills to be presented. Items on meeting agendas will be arranged so that the Board can accomplish its business as expeditiously as possible.

The Superintendent, in consultation with the President, shall prepare an agenda for each meeting and have it delivered with supporting information to each Board member so that he/she will have the material at least 48 hours prior to each regular meeting. Items of business may be suggested by any Board member, staff member, or citizen of the district. The agenda, however, will always allow suitable time for the remarks of the public who wish to speak briefly before the Board.

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.

The agenda, together with supporting materials, will be distributed to Board members at least 24 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.

Legal References: SDCL 1-25-1.1; 1-27-1.16

Reference: Associated School Boards of South Dakota

Adopted: October 1995

Revised: December 14, 2009; July 9, 2012