

**BOARD MEETING AGENDA & PRE-MEETING PREPARATION**

**Agenda**

The Administrator, in consultation with the Board President, shall prepare agendas. Persons wishing items to be included in the agenda shall submit those items to the Administrator no later than five days prior to the regular board meeting. Inclusion shall be at the discretion of the Administrator or Board President.

**Regular Meeting Agenda**

The Board shall follow the order of business set up by the agenda unless altered by consent of the members present at the regular meeting. Items may be added to the agenda at regular meetings with consent of majority of the Board.

The order of business shall be as follows:

1. Call to order
2. Pledge of Allegiance
3. Approval of minutes
4. Visitors
5. Communications
6. Consideration of agenda
7. Consideration of bills
8. Old business
9. New business
10. Principal's report
11. Adjournment

The agenda, minutes of the previous meeting, and relevant supplementary information will be delivered to each board member at least three days in advance of each regular board meeting and will be available to any interested citizen at the Administrator's office at that time. Upon request, local news media representatives and citizens also may obtain copies of board meeting materials from the Administrator's office. The school district building will be notified in advance of meetings of the Board. The agenda will be posted in the school building.

Board members are expected to read the information provided to them and to contact the Business Manager or Administrator to request additional background necessary to assist them in their decision-making responsibilities.

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**Complementing NDSBA Templates (may contain items not adopted by the Board)**

- BBBA, Officers of the Board
- BC, Meetings of the Board
- BCAB, Board Meeting Procedures
- BCAC, Minutes