

## **SCHOOL BOARD MEETING AGENDA FORMAT**

### **Order of Business**

For the general transaction of business, the standard parliamentary rules shall be observed.

The meeting may include, but is not limited to, the following:

**Call to Order** – The meeting shall be called to order and attendance of the School Board members shall be taken. If a quorum is not established, no business may be conducted.

### **Pledge of Allegiance**

**Adoption of the Agenda** – During this portion of the agenda, the School Board members may amend the agenda if desired and supported by a majority vote of the School Board. The revised agenda including any modifications is approved and guides the remainder of the meeting.

**Approval of Minutes** – Action shall be taken to approve minutes of previous meetings held. The un-approved minutes shall have been furnished to the designated legal newspaper of the District for publication.

**Conflict of Interest** – During this portion of the agenda, board members and administrators should identify any potential conflicts of interest as articulated in SDCL 3-23-1 through 3-23-11.

**Consent Agenda** – The consent agenda could include approval of the claims, financial reports, personnel actions, surplus property items. At the request of any School Board member, items contained within the Consent Agenda may be pulled from the Consent Agenda and discussed as a separate issue or may be deleted from the Consent Agenda or revised within the Consent Agenda.

**Public Input/Hearing** – During this time, the public may comment on any of the regular business items. The board president reserves the right to limit speakers to a reasonable amount of time. Personnel and student issues will not be discussed.

**Regular Business** – This will be specific agenda items that will be addressed by the School Board and may require Board action.

**Administrator(s) Report** The administration of the district will bring forth areas of discussion.

### **School Board Report**

### **Executive Session (if necessary)**

### **Adjournment**

#### Policy

Adopted: 8/25/2003

Revised: 12/11/2006; 2/12/2007; 9/8/2014; 8/15/2016; 04/2020, 11/2021