

The agenda for all Board meetings shall be prepared by the superintendent and the President of the Board of Education.

The agenda shall be finalized and available to the public at least 24 hours prior to the scheduled meeting. Only in cases of an emergency may agenda items requiring board action be added within 24 hours of meeting. An emergency is a matter which could not be foreseen and which requires immediate action to avoid personal injury, property damage or substantial financial loss. The Board of Education shall take action only on items appearing on the agenda as originally prepared or amended in cases of an emergency.

The business of all regular meetings of the Board of Education shall include the following.

1. Call to order
2. Approval of the agenda
3. Approval of previous minutes
4. Communications (patrons, other)
5. Public Forum
6. Approval of payment of bills
7. Other business (action items)
8. Superintendent's report
9. Adjournment

With, the exception of limitations described in the preceding paragraph, other items may be added to the agenda at the discretion of the Board.

In general, matters requiring Board decisions (action items) shall be addressed before reports and other informational items. However, the Board retains the right to determine the order of business at any meeting it holds. This right includes the ability to change the sequence of agenda items at the beginning of each meeting for the convenience of the public and/or other meeting participants.