

**Section 200 – School Board
School Board Meetings
Agenda**

File: 204.10

The tentative agenda for each board meeting shall state the topics for discussion and action at the board meeting. It shall be kept continuously current and shall be readily available for public inspection at the district office during normal business hours. The agenda shall be placed on the district's website at least twenty-four hours before the meeting.

An applicant may place an item on the agenda by filing a request with the superintendent at least one week prior to the regularly scheduled board meeting. The request should include the name, address, and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board; any pertinent background information leading to the request.

The superintendent, upon receipt of a properly executed request, shall set a date for inclusion of the requested item on the agenda as soon as practicable, bearing in mind such considerations as allowing time to gather pertinent information, to assemble members of the staff who have knowledge of the subject, etc. The superintendent shall notify the individual or group of the date, time, and place of the meeting at which the item will be considered.

The tentative agenda and supporting documents should, if possible, be sent to the board members three days prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the principal's office of the district.

The board shall take action only on the items listed on the tentative agenda made available at the time of the public notice. All action items need to be on the agenda, but all agenda items do not need to be action items. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting shall state the reason justifying the immediate action. Only items of an emergency nature may be added to the agenda later than twenty-four hours before the scheduled meeting.

It shall be the responsibility of the board president and superintendent to develop the agenda for each board meeting.

To promote thoughtful consideration and to allow sufficient time for the gathering of pertinent information, the board in its discretion will act upon certain agenda items only at the next regularly scheduled meeting or at a special meeting called for the purpose of acting upon the item. Examples of agenda items that could merit delayed action might be: purchasing of large pieces of equipment or vehicles, modification of or building new structures, changing or developing new policies, or any other item of a significant nature.

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Items of an emergency nature which do not appear on the agenda can be added to the agenda with the approval of a majority of those board members in attendance on the night of the meeting.

A consent agenda may be presented by the president and used by the board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A board member may ask that any item be removed from the consent agenda. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the board.

Legal Reference: Neb. Statute 84-712
 84-1408 to 1414

Cross Reference: 203 Organization of the School Board
 403.05 Public Complaints about Employees
 503 Student Rights and Responsibilities
 1003 Public Examination of District Records