

## Board of Trustees

### Policy 1022

#### Agendas

All meetings of the trustees, with the exception of emergency meetings, require a written agenda. The agenda normally is prepared by the superintendent and approved by the chair prior to distribution.

Except in emergencies, agendas will be emailed or delivered to each trustee, to arrive at least forty-eight (48) hours in advance of the meeting and will be available to any citizen for review in the office of the superintendent or on the McCall-Donnelly Jt. School District #421 website twenty-four (24) hours in advance.

The order of the agenda will be:

1. Call to order.
2. Pledge of Allegiance
3. Announcement of changes/additions to the agenda.
4. Awards and Recognition
5. Consent Agenda
6. Audience and Communication
7. Reports
8. Action items.
9. Board Trustees/Superintendent Comments
10. Executive sessions if called.
11. Adjournment.

The chair may move any agenda item in the order of business by his/her volition or by request and consensus of trustees present.

The consent agenda consists of those items considered to be routine and/or repetitive in nature. Any consent agenda item may be removed from that agenda on request of any trustee.

Adoption:      First reading:              June 2013                      Adopted