

BOARD MEETING AGENDA EXAMPLE (*with closed session*)

[*Insert School District*]  
[*Regular Board Meeting*] or [*Special Board Meeting*]  
[*Insert Meeting Location*]  
[*Insert Date (Day, Month Date, Year)*]  
[*Insert Time (ex. 6:00 p.m.)*]

A. Call to Order, *Board President*

B. Opening Activities [*Pledge of Allegiance, Mission Statement*]

C. Roll Call, *Board Secretary*

D. Public Forum

[*Insert reference to policy or procedure title and number and a brief description of the limitations of public forum (Ex. IASB Sample Policy 213 – Public Participation in Meetings)*]

E. Agenda Approval

F. Consent Agenda Approval

F1. Consent Agenda Items [*Ex. Minutes, Bill Listing, Contract Approvals*]

[*Insert reference to relevant district policies and procedures (Ex. IASB Sample Policy 210.9 – Consent Agenda)*]

F2. Consent Agenda Items Continued...

G. Presentations [*Ex. District goals and priorities update; student learning updates and achievements*]

[*Insert presentation topic, presenter organization (if outside the district), and presenter name*]

[*Insert reference to relevant district policies, priorities, and goals*]

H. Public Hearings [*Ex. School calendar adoption, upcoming district budget, and other items for which a public hearing may be embedded into a regular meeting*]

J. Discussion Items [*Informational, no action required*]

K. Action Items [*Ex. Resolutions, Approvals, Adoptions*]

K.1 Action Items. Consideration of approval of [*Insert action item description*].

[*Insert Superintendent recommendation*]

[*Insert district staff member name to present on this topic (If different than Superintendent)*]

[*Insert reference to relevant district policies, priorities, and goals*]

K.2 Action Items Continued...

L. Policy Reviews

[*Insert policy title and number*]

[*Insert Introduction, Second Reading, or Third (and Final) Reading*]

[*Insert district staff member name to present on this topic*]

M. Upcoming Events and Community Updates

1. Superintendent
2. Board President and Board Members
3. Other District Staff, as appropriate

N. Closed Session [*Motion and vote to enter, no action taken*]

*[Insert legal authority to enter closed session pursuant to Iowa Code § 21 (Ex., "I move that we hold a closed session as authorized by section 21.5 of the open meetings law to...)]*

*[Insert reference to relevant district policies and procedures (Ex. IASB Sample Policy 212 – Closed Sessions)]*

*\*Board decision to leave closed session\**

O. Board Action (if needed) on Topic Discussed in Closed Session

P. Adjournment

**Upcoming Meetings:** [*Insert dates for upcoming board meetings*]

***NOTE: There are no legal requirements for the organization of board agendas other than those stated in the policy. The contents of this exhibit are suggestions and may be amended, altered or deleted. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 26 #2 – January 11, 2018.***

***NOTE: Please see IASB Sample Policy 213 – Public Participation in Board Meetings and IASB's Better Board Meetings Toolbox. Districts may also have additional policies and procedures regarding public forum time or topic restrictions. If a public forum is allowed, this agenda template provides that any restrictions should be referenced and/or announced at the meeting.***

***NOTE: Action items should have, at a minimum, a motion and board vote and may include, but are not limited to, agenda approval, consent agenda approval, resolutions and other approvals, policy review readings, entering closed session, re-entering open session, and adjournment. Please review any relevant district policies and procedures regarding actions taken by the board.***

***NOTE: Instances where closed session is legally allowed are very rare and legal authority and reasoning for holding a closed session should be clearly stated on the agenda. Please see IASB's Open Meetings & Public Records Toolbox for additional guidance and IASB Sample Policy 212 – Closed Sessions.***