

BOARD MEETING AGENDA & PRE-MEETING PREPARATION

Agenda

The Superintendent, in consultation with the Board President, shall prepare agendas. Persons wishing items to be included in the agenda shall submit those items to the Superintendent no later than five days prior to the regular board meeting. Inclusion shall be at the discretion of the Superintendent and Board President.

Regular Meeting Agenda

The Midway School Board (Board) shall follow the order of business set up by the agenda unless altered by consent of the members present at the regular meeting. Items may be added to the agenda at regular meetings with consent of a majority of the Board.

The order of business shall include the following:

1. Call to order
2. Confirmation of agenda
3. Approval of minutes
4. Consideration of bills
5. Financial
6. Communications/Reports
7. Business
8. Adjournment

Pre-Meeting Preparation

The agenda, minutes of the previous meeting, and relevant supplementary information will be delivered to each Board member at least three days in advance of each regular Board meeting and will be available to any interested citizen at the Superintendent's office at that time. Upon request, local news media representatives and citizens also may obtain copies of board meeting materials from the Superintendent's office. The agenda will be posted outside of the District Office.

Board members are expected to read the information provided them and to contact the Business Manager or Superintendent to request additional background necessary to assist them in their decision making responsibilities.

Legal Ref:

- NDCC 44-04-20 Notice of public meetings required – Exceptions – Schedule set by statute, ordinance, or resolution