

## AGENDA FORMAT (with Closed Session)

The order to be observed in the transaction of business at regular meetings of the Board of Education generally will be as follows:

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Public Hearings, Board Celebrations, Special Presentations, Partner-in-Education Signings
5. Information from Individuals and Delegations – Agenda and Non-Agenda Items
6. Consent Agenda (including but not limited to Board Meeting minutes, personnel appointments and adjustments, bills due and payable, regularly occurring contract approvals and/or Memorandums of Understanding, and items of a similar nature)\*
7. Action and Information Items (Order to be determined by the Superintendent or designee)
8. Board Policy Adoptions
9. Addenda to the Agenda
10. Information from the Superintendent
11. Information from the Board of Education
12. 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...”)]
- \*Board decision to leave closed session\*
13. Board Action (if needed) on Topic Discussed in Closed Session
14. Adjournment

- \* A Consent Agenda may be used for the passage of noncontroversial items or items of a similar nature if a majority of the Board members agree to do so. When a Consent Agenda is used, an item shall be removed from the Consent Agenda and considered as part of the regular meeting agenda if a request to do so is made by a member of the Board.

Legal Ref: Iowa Code § 21; 279.8

ADOPTED: 12/5/24

Reviewed: