

**West Central School District
School Board Meeting Agenda Format**

Order of Business

For the general transaction of business, the standard parliamentary rules shall be observed.

The meeting may include, but is not limited to, the following:

Open Forum – During this portion of the meeting, “Good News” is shared by district administrators. School Patrons will be allowed to address the board during this time. The board president reserves the right to limit speakers to a reasonable amount of time. Personnel and student issues will not be discussed.

Call to Order – The meeting shall be called to order and attendance of the School Board members shall be taken. If a quorum is not established, no business may be conducted.

Pledge of Allegiance

Adoption of the Agenda – During this portion of the agenda, the School Board members may amend the agenda if desired and supported by a majority vote of the School Board. The revised agenda including any modifications is approved and guides the remainder of the meeting.

Public Hearing (if necessary) – During this portion of the agenda, items that require a public hearing will be held.

Approval of Minutes – Action shall be taken to approve minutes of previous meetings held. The un-approved minutes shall have been furnished to the designated legal newspaper of the District for publication.

Conflict of Interest – During this portion of the agenda, board members and administrators should identify any potential conflicts of interest as articulated in SDCL 3-23-1 through 3-23-11.

Consent Agenda – The consent agenda could include approval of the claims, approval of the payroll, approval of the financial reports, approval of personnel actions, approval of surplus property items, approval of open enrollment applications, and approval of public school exemption applications.

At the request of any School Board member, items contained within the Consent Agenda may be pulled from the Consent Agenda and discussed as a separate issue or may be deleted from the Consent Agenda or revised within the Consent Agenda.

Public Input on Regular Business – During this time, the public may comment on any of the regular business items. The board president reserves the right to limit speakers to a reasonable amount of time. Personnel and student issues will not be discussed.

Regular Business – This will be specific agenda items that will be addressed by the School Board and may require Board action.

Reports of the Superintendent – The administration of the district will bring forth areas of discussion. The Board will consider written reports and/or hear testimony on subjects brought before the Board. These reports will be presented at the first meeting of the month. The normal expectation will be a two to five minute presentation per topic.

Adjournment

Adopted: August 25, 2003

Revised 12/06, 2/2007, 9-8-14, 8-15-16

WEST CENTRAL SCHOOL DISTRICT